

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 November 10, 2025 City Council Regular Business Meeting
 - b. Minutes of November 24, 2025 City Council Workshop
 - c. Minutes of November 6, 2025 Park Board Meeting
 - d. Minutes of December 1, 2025 Planning & Zoning Meeting
 - e. November Claims List
 - f. October & November Financial Reports
 - g. November IPAIT Report
 - h. November Building Permit Report
 - i. Resolution #2025-129 Approving Certain Appointments to the City's Board of Adjustment
 - j. Resolution #2025-130 Approving CY26 Council Meeting Schedule
 - k. Resolution #2025-131 Approving CY26 Depository
 - l. Resolution #2025-132 Approving CY26 Mayor Pro Tem
 - m. Resolution #2025-133 Authorizing an Agreement for Professional Services - Calhoun-Burns & Associates - 2026 Bridge Inspections
8. **Sworn Oath for New Officer Nathaniel Schwab by Police Chief Mike Brown**
9. **Discussion and Consideration:** Resolution #2025-134 Appointing a Representative and Alternate Representative to the Des Moines Area Metropolitan Planning Organization
10. **Discussion and Consideration:** Resolution #2025-135 Appointing a Representative and Alternate Representative to the Dallas County 911 Board
11. **Discussion and Consideration:** Resolution #2025-136 Approval of Plat Waiver - Lautner
12. **Discussion and Consideration:** Resolution #2025-137 Amendment to the Professional Service Agreement with Invision Architecture
13. **Discussion and Consideration:** Resolution #2025-138 Set Employee Wages CY26
14. **Discussion and Consideration:** Resolution #2025-139 Agreement for Administration Network Refresh Project
15. **Discussion and Possible Approval:** Van Meter Park System Plan
16. **Discussion and Possible Approval:** Van Meter Parks & Rec Banner Sponsorship
17. **Reports:**

a. City Administration	b. Public Works
c. Police	d. Fire
e. Library	f. Parks & Rec
g. City Engineer	h. City Attorney
18. **Adjournment**

Posted: Friday, December 5, 2025

Agenda Item #1

Call to Order

Mayor: *The time is 7:00pm on Monday, December 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, on 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, November 10, 2025, at the United Methodist Church located at 100 Hazel Street, Van Meter, IA 50261. Mayor Herman called the meeting to order at 7:00pm. The following council members were present upon roll call: Joel Akers, Travis Brott, Blake Grolmus, Quin Pelz and Penny Westfall (via telephone). Incoming council members present: Jarin Young, Joe Lake and Jason Barney. 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 Recreation Director Sam Chia, City Clerk Travis Cooke and City Administrator Liz Faust. Members of the public present: Lynn Lyon, Neil Levine, Kathy Bradshaw, Paul Scieszinski and Sofie Herran.
- 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) Akers moved, supported by Grolmus, to approve the agenda with Item #7e and #7g moved to a future meeting. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**
- 6) Citizen Hearing: Kathy Bradshaw, West Des Moines, spoke in opposition to the city’s rental inspection program and the inspector. Neil Levine, 414 Wilson St. spoke in opposition to the city’s rental inspection program and the inspector. Lynn Lyon, 5175 Kelsey Dr. spoke in opposition to the rental inspection program and the inspector. Paul Scieszinski, 414 Wilson St. spoke in opposition to the city’s rental inspection program and the inspector. Sofie Herran, Tucson, AZ asked for information on the potential data center development.
- 7) Mayor Herman asked for a motion to adopt the consent agenda which included the following:
- a. Minutes of October 13, 2025, City Council Regular Business Meeting
 - b. Minutes of October 27, 2025, City Council Workshop
 - c. Minutes of September 29, 2025 Park Board Meeting
 - d. October Claims List

CLAIMS REPORT		
VENDOR	REFERENCE	AMOUNT
ALLIANCE CONSTRUCTION GROUP	ARLINGTON AVE PAY EST #5	110,664.58
ACCO	CHLORINE	558.9
ADAM BOECK	FALL 25 SOCCER REF	95
ADT SECURITY SERVICES	ALARM MONITORING SERVICE PLAN SEWER	172.62
AGSOURCE COOPERATIVE SERVICES	TESTING SERVICES SEWER	63.25
AINSLEY WATSON	FALL 25 SOCCER REF	90
AIYANNA DIXON	FALL 2025 SOCCER REF	120
ALL AMERICAN TURF BEAUTY	FALL APPLICATION	2,636.00
ALLIANCE CONSTRUCTION GROUP	ARLINGTON AVE PAY EST #6	1,140.00
AMERICAN UNDERGROUND SUPPLY	SERVICE SUPPLIES	36.01
ANDREW DEA	FALL 25 SOCCER REF	190
ARNOLD MOTOR SUPPLY	SHOP SUPPLIES WATER	59.79
AT&T MOBILITY	PD CELL PHONES	277.69
AVEY WATSON	SOCCER REF	20
AYLA LANSMAN	FALL 25 SOCCER REF	95
BASE	MONTHLY CAFETERIA	30
BLAKE SKINNER	SOCCER REF FALL 25	55
BOLTON & MENK INC	VM/RICHLAND RD TRAIL PROJECT	66,382.62
CALHOUN-BURNS & ASSOC	2025 BRIDGE RATING & INSPECT	990
CALVIN VERDI	FALL 25 SOCCER REF	25
CARTER CONSTRUCTION GROUP LLC	WATERMAIN REPAIR	1,000.00
CHARLOTTE GUNNUFSON	SCHOOL/LIBRARY VISIT	100
COLBY HERRON	TACKLE FOOTBAL FEE REIMBURSEMENT	7,926.00
CONTRACTOR SOLUTIONS	MONTHLY SEWER PUMP RENTAL	2,124.00
CORE & MAIN	HYDRANT REPAIR	7,415.00
CULLIGAN	WATER LIBRARY	77.11
DALLAS CO RECORDER	TRAIL RECORDING FEE	171
DANE BERNHARDT	FALL 25 SOCCER REF	160
DANIEL WIEBELHAUS	FLAG FB REF	30
DENMAN	FY 25 AUDIT LIBRARY	12,000.00
DRAKE WHITE	FLAG FB REF	30
EMERSYN BAHR	FALL 25 SOCCER REF	40
FENIX USA LLC	MONTHLY HOSTING CHARGE SEWER	328.75
FIRE SAFETY USA	5 STORZ X 6" FEMALE ADAPTER"	1,164.46
FULLER PETROLEUM SERVICE	DIESEL FOR GENERATOR	127.74
GABE SCOTT	FALL 25 SOCCER REF	55
GRAYSON ELLIOT	FALL 25 SOCCER REF	80
GRAYSON WIGANT	FALL 25 SOCCER REF	310
HACH	FLUORIDE	313.5
HADLEY BENGE	FALL 25 SOCCER REF	60
HEARTLAND BUSINESSES SYSTEM	IT SUPPORT POLICE	4,355.94
HUDSON SODERHOLM	FALL 25 SOCCER REF	150
INDUSTRIAL CHEM LABS	LIFT STATION DEGREASER	641.71
IOWA CODE ENFORCEMENT	MONTHLY SERVICE FEE	600

IOWA ONE CALL	LOCATES	21.5
IOWA PUMP WORKS INC	ROTATING ASSEMBLY	2,961.00
IOWA RURAL WATER ASSOC	COMMUNITY DUES MEMBERSHIP	365
JACK JACOBS	FALL 25 SOCCER REF	10
JACK KRIEGER	FALL 25 SOCCER REF	105
JAKE COLE	STUMP GRINDING CITY HALL	135
JAXON BICKFORD	FLAG FB REF	30
JEM GONG-BROWNE	FALL 25 SOCCER REF	30
JIMMER PETERSEN	FALL 25 SOCCER REF	60
KADENCE WIGANT	FALL 25 SOCCER REF	115
KAEGAN WIGANT	FALL 25 SOCCER REF	85
KONICA MINOLTA	COPIER USAGE SEWER	162.45
LANDON LUKAN	FALL 25 SOCCER REF	130
LANE OBERMEIER	FALL 25 SOCCER REF	40
LAURA KUNKEL	CLEANING 9/28 10/12 10/26	75
LEVI LUKAN	SOCCER REF	160
LEXIPOL LLC	POLICE 1 ACADEMY	441.32
LOUNSBURY SAND & GRAVEL	TOP SOIL - CEMETERY	606.76
LOWE'S	FIELD PAINT	729.01
MAINLINE CONSTRUCTION	RICHLAND CULV REP PAY EST 3 RETAINAGE	1,840.47
MATHESON TRI GAS INC	OXYGEN	43.48
MEDIACOM	PD INTERNET	576.95
MEMPHIS VIS	FALL 25 SOCCER REF	10
MICAH HUNTER	FALL 25 SOCCER REF	20
MIDAMERICAN ENERGY	GAS/ELECTRIC PARKS	2,400.92
MIDAMERICAN ENERGY RECPLEX	SOCCER FIELD RENTAL	656
MIDWEST BREATHING AIR LLC	BREATHING AIR COMPRESSOR	785.81
MUNICIPAL SUPPLY INC	VIRGINIA ST MANHOLE	549
NATE SCHRECK	FALL 25 SOCCER REF	105
NIC WIGANT	SOCCER REF	355
P&M APPAREL	FD UNIFORMS	246
PENELOPE MARTIN	FALL 25 SOCCER REF	10
RACCOON RIVER RENTAL	DOSER BLADE RENTAL	775
STAR EQUIPMENT LTD	EQUIPMENT RENTAL-STREETS	210.9
STIVERS FORD	EMS EXPLORER REPAIRS	5,857.57
TAYESEN PARKER	REF CERTIFICATE REIMBURSEMENT	93
THORPE WATER DEV CO	MONTHLY AFFIDAVIT CHARGE WATER	400
UNITED UTILITIES & EXCAVATION	WATER MAIN P1 PAY EST #6	81,803.78
VEENSTRA & KIMM INC	WATER TREATMENT PLANT DESIGN	53,919.16
WASTE CONNECTIONS	GARBAGE CONTRACT	13,338.21
WASTE SOLUTIONS OF IA	KYBOS - BASEBALL FIELDS	1,168.00
WILL NIXON	FALL 25 SOCCER REF	25
GATEHOUSE MEDIA IA HOLDINGS	10/13/25 MINUTES	323.6
TREAS - ST OF IA SALES TX	SEPTEMBER WET TAX	2,064.59
GATEHOUSE MEDIA IA HOLDINGS	10/27/25 WORKSHOP MINUTES	35.6
EARLHAM SAVINGS BANK	EFT ACH FEES	25
WEX BANK	AUG-SEPT FUEL FD	1,236.39
FORTE	POS CREDIT CARD PROCESSING	20.63
FORTE	WEB CC PROCESSING FEES	569.41
WELLMARK	HEALTH INSURANCE LIBRARY	8,542.13
DELTA DENTAL	DENTAL & VISION LIBRARY	762.32
ELAN FINANCIAL - EBANK CC	CANVA	44
ACCOUNTS PAYABLE TOTAL:		408,036.63

- e. October Financial Reports (moved to a future meeting).
- f. October IPAIT Report
- g. FY25 Street Finance Report (moved to a future meeting).
- h. October Building Permit Report
- i. Resolution #2025-120 Approving Member to be Appointed to the Van Meter Volunteer Fire Department -Cunningham.

Grolmus moved, supported by Brott, to approve the consent agenda without Item #7e and Item #7g. 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) Grolmus moved, supported by Brott, to approve Resolution #2025-119 Approving the Van Meter Reimbursement Memorandum of Understanding with Microsoft Corporation. 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)**

- 9) Brott moved, supported by Akers, to approve Resolution #2025-121 Approving Arlington Avenue Street Project final payment and accept project. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**
- 10) Grolmus moved, supported by Pelz, to approve Resolution #2025-122 Authorizing the Submission of a State Revolving Fund (SRF) Construction Loan Application to the Iowa Department of Natural Resources for the Water Treatment Plant and associated Water System Improvements. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**
- 11) Akers moved, supported by Brott to approve Resolution #2025-123- Authorizing Sale of 1999 Toyne Pumper Truck. 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) Pelz moved, supported by Grolmus to approve Resolution #2025-124 authorizing Cash Rent Proposal for Parcel 1527300027 and authorize the Mayor to sign the final agreement. 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) Moved by Grolmus, supported by Pelz to approve fee waiver for the Van Meter Community Development Corporation’s Holidays are Sweeter in Van Meter and approve associated liquor license contingent of Thirsty Pigs meeting all necessary requirements. On roll call the votes were as follows: Akers – ABSTAIN; Brott – YES; Grolmus – YES; Pelz – YES; Westfall – YES. **YES (4) NO (0) ABSTAIN (1) ABSENT (0)**
- 14) Staff Reports: Presented as written in the packet.
- 15) Grolmus moved, supported by Brott, to adjourn the meeting. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**. The meeting was adjourned at 7:45 pm.

Joe Herman, Mayor

ATTEST:

Travis Cooke, City Clerk

- 1) The Van Meter City Council met for a work session on Monday, November 24, 2025, at the United Methodist Church, 100 Hazel Street, Van Meter, IA 50261. Mayor Herman called the meeting to order at 6:15 pm. The following council members were present upon a roll call: Blake Grolmus, Joel Akers, Travis Brott, Quin Pelz and Penny Westfall.
Staff present: City Administrator Liz Faust, City Clerk Travis Cooke, Police Chief Mike Brown, Library Director Jonatha Basye, and City Engineer Randy Johnson.
- 2) Grolmus moved, supported by Brott, to approve the agenda. On roll call, the votes were as follows: Akers – YES; Brott – YES; Grolmus – Y; Pelz – YES; Westfall – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**
- 3) Grolmus moved, supported by Pelz, to approve the consent agenda. On roll call, the votes were as follows: Akers – YES; Brott – YES; Grolmus – Y; Pelz – YES; Westfall – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**
- 4) Council discussed capital projects for the upcoming budget.
- 5) Grolmus moved, supported by Westfall, to adjourn. On roll call, the votes were as follows: On roll call, the votes were as follows: Akers – YES; Brott – YES; Grolmus – Y; Pelz – YES; Westfall – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**. Mayor Herman adjourned the meeting at 7:23 pm.

Joe Herman, Mayor

Attest:

City Clerk, Travis Cooke

City of Van Meter, Iowa

Van Meter Parks & Recreation Board Meeting Minutes

Date: November 6, 2025

Location: City Hall

1. Call to Order

The meeting was called to order at 6:02 PM by Parks & Recreation Director Sam Chia.

2. Roll Call / Introductions

Members Present:

- Rhonda Baldwin, Board Member
- Lisa Benton, Board Member
- Janice Miller, Board Member
- Nate Weitel, Board Member
- Sam Chia, Parks & Recreation Director

Also Present:

- Casey Byers, Landscape Architect, Bolton & Menk, Inc. (guest presenter)

3. Mission Statement

The mission of the Van Meter Parks & Recreation Department was read:

“To improve Amity’s residents’ quality of life by providing recreational activities, safe and well-maintained parks, green space, facilities, and trails. Our primary function is to promote wellness and healthy lifestyles while instilling respect and environmental stewardship for our community.”

4. Approval of Agenda

Motion by Benton, second by Miller, to approve the meeting agenda.

Motion carried unanimously.

5. Approval of Minutes (September 29, 2025)

Members reviewed the minutes from the September 29, 2025 meeting.

Motion by Weitel, second by Benton to approve the minutes as presented.

Motion carried unanimously.

6. Discussion: Master Parks Plan Update

Presenter: Casey Byers, Landscape Architect, Bolton & Menk

Byers presented an overview of the draft Park System Plan developed in partnership with Director Chia and the steering committee. The plan has been in progress for approximately six months. He emphasized that this version is a draft and subject to final editing and formatting.

Overview of Plan Sections

1. Executive Summary:

Provides a concise overview of the planning process and the top 20 recommendations.

2. **Community Background:**
Summarizes community context and demographics; includes information useful for grant applications and cross-references with the city's Comprehensive Plan.
3. **Existing Conditions and Needs Assessment:**
Evaluates current park facilities, includes findings from two public "pop-up" input sessions and an online community survey (120+ responses). Highlights community engagement and key priorities such as trails and natural features.
4. **Trends Analysis:**
Reviews national recreation and operations trends using data from consultant Ballard King. Includes guidance on maintenance schedules, operational efficiency, and recreation trends such as pickleball and other growing activities.
5. **Recommendations and Improvement Matrix:**
Lists approximately 50 park system improvement strategies, organized by priority timeframe:
 - 0–5 years: Highest priority
 - 5–10 years: Mid-term goals
 - 10+ years: Long-range projectsIncludes cost estimates, operational impacts, and flexibility for opportunistic funding or community initiatives.

Key Discussion Points

- The plan should serve as a living document and active guide for board and staff decision-making.
- Importance of maintaining community engagement and volunteerism due to limited city resources.
- Recommendation to establish a Capital Improvement Plan (CIP) to align projects with city budgeting cycles.
- Suggestion to create an annual calendar aligning board discussions with topics such as sponsorships, capital planning, and recreation programming.
- Maintenance concerns were raised regarding Johnson Park, including overgrowth, lack of staff resources, and volunteer reliability.
- Discussion of trail connectivity and potential for a Trail Master Plan or walkability assessment.
- Recognition of strong community support for increased park funding (74% per survey results).
- Suggestion to include clearer presentation of survey results and public input in the final plan.
- Concerns about trail dead-ends near the school and Grand Ridge Estates; members discussed the need for developer coordination and safety considerations.

Next Steps

- Board members to review the draft plan and provide comments to Director Chia within the next two weeks.
- Final plan anticipated to be presented to City Council in early December 2025.

Board members expressed appreciation for the work done on the plan and for Casey Byers' presentation.

7. Discussion and Possible Action: Review and Update of Park Board Action Items

The board reviewed the existing Park Board Action Items List. Members agreed that the new Master Parks Plan provides a comprehensive update but decided to retain a condensed “quick-sheet” version of recurring priorities (e.g., park maintenance, facilities improvements, community engagement).

Key notes:

- Some items (e.g., trail connections, facility upkeep) remain ongoing.
- Members discussed the importance of maintaining City Council representation at Parks & Rec meetings to ensure communication and coordination.
- Several action items were marked as completed or ongoing (e.g., river kayak launch upgrade, mini-park improvements).
- A simplified “Top 10 focus areas” for 2026 will be developed to align with the Master Plan.
- Members briefly discussed City Council appointments and ensuring that future council liaisons can attend Thursday evening meetings.
- Upcoming trail project (Phase 1: school to Grand Ridge Estates) was noted.
- Informal discussion on audio or digital accessibility for long planning documents.

Capital Improvement Plan (CIP) Discussion

- The Board discussed the upcoming Capital Improvement Plan (CIP) process.
- Members noted the importance of identifying potential grant opportunities and funding sources to support parks projects.
- The CIP will help the Board communicate park needs to City Council and direct where tax revenues and grants should be allocated.
- It was noted that parks have not historically been budgeted separately from recreation, which needs to change moving forward.
- Discussion included the recent city elections and potential changes in council membership.
- The Board plans to determine when CIP planning occurs to ensure timely input into the city’s annual budgeting process (which begins in the coming months).

Action Item:

- Add CIP planning to the Board’s annual calendar to ensure coordination with City Council budget planning.
- Identify and track relevant grants and funding opportunities.

9. Discussion: Sponsorship Program

- The Board revisited the sponsorship signage program.
- Sam previously drafted a sponsorship plan; updates and pricing were discussed.
- Beeline Printing quoted \$130 per sign, though other vendors (e.g., Signs Now) may offer better rates (\$70–\$80 per sign).
- The Board considered adjusting the sponsorship fee:
 - Current proposal: \$500 per sponsor.
 - Some members suggested increasing to \$1,000 or more given community interest and potential support.
- Discussion on whether Council needs to approve sponsorship pricing; consensus was that formal approval may not be required but transparency is preferred.
- Proposal to allocate sponsorship proceeds toward a Field Maintenance Fund to cover annual upkeep costs (approx. \$15,000/year).

Action Items:

- Sam to obtain additional signage quotes from alternative vendors.
- Update sponsorship proposal with new pricing and structure.
- Present final version to City Council for awareness and inclusion in the park's financial planning.
- Earmark sponsorship revenue for field maintenance.

10. Discussion: Signage and Public Communication

- The Board discussed the digital sign proposal and whether it aligns with the Board's mission.
- Members agreed to avoid "scope creep" and focus on park and recreation objectives rather than citywide communication infrastructure.
- Alternative idea: purchase portable A-frame signs or sandwich boards for temporary event promotion around town (e.g., City Hall, key intersections).
- Board emphasized need to maintain alignment with the mission: "To improve Van Meter's residents' quality of life by providing recreational activities, safe and well-maintained parks, green spaces, facilities, and trails."
- Discussion included the need for clear coordination between the Parks Board, VMCDC, and City Council regarding community projects like signage and park development.

Action Items:

- Explore purchase of portable signs for Parks & Rec announcements.
- Maintain digital sign project as a City Council-level initiative rather than a Parks Board project.

11. Discussion: The Holidays Are Sweeter in Van Meter

- Reviewed the Sweater run route. All is good with that.
- Merry & Bright Night: Rhonda will add lights to the tree this week while weather is nice.
 - 11/16 update, Lights have been added
 - Inflatables are out of storage and ready to add to the park
 - A citizen donation of \$250 was made to Merry & Bright Night. Will be used to fund Santa & The Grinch volunteers. A grinch costume has been purchased.
- A citizen has donated speakers to provide music for the day's events.
- Rhonda will request from Sam, copies of the Holiday schedule to put into pre-school through 5th grade mailboxes

Adjournment - Meeting adjourned at 7:35 PM.

Notes prepared by Rhonda Baldwin

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
ADEL HARDWARE							
ADEL HARDWARE	2509-054360	WATER SUPPLIES	09/04/2025	17.89	.00		
Total ADEL HARDWARE:				17.89	.00		
AGSOURCE COOPERATIVE SERVICES							
AGSOURCE COOPERATIVE SE	PS-INV445617	SEWER TESTING	11/30/2025	110.00	.00		
AGSOURCE COOPERATIVE SE	PS-INV445617	DRINKING WATER TESTING	11/30/2025	67.50	.00		
Total AGSOURCE COOPERATIVE SERVICES:				177.50	.00		
ALLIANCE CONSTRUCTION GROUP							
ALLIANCE CONSTRUCTION GR	08DEC2025	ARLINGTON AVE RETAINAGE	11/04/2025	34,292.38	.00		
Total ALLIANCE CONSTRUCTION GROUP:				34,292.38	.00		
ARNOLD MOTOR SUPPLY							
ARNOLD MOTOR SUPPLY	21NV171203	PARK SUPPLIES	11/14/2025	16.00	.00		
Total ARNOLD MOTOR SUPPLY:				16.00	.00		
AT&T MOBILITY							
AT&T MOBILITY	287296271409	PD CELL PHONES	11/19/2025	280.10	.00		
Total AT&T MOBILITY:				280.10	.00		
BANNER FIRE EQUIPMENT							
BANNER FIRE EQUIPMENT	06S1019	2013 PUMPER REPAIRS	11/12/2025	2,153.03	.00		
Total BANNER FIRE EQUIPMENT:				2,153.03	.00		
BASE							
BASE	01JAN2026	MONTHLY CAFETERIA	01/01/2026	30.00	.00		
Total BASE:				30.00	.00		
BOLTON & MENK INC							
BOLTON & MENK INC	0380278	VM/RICHLAND RD TRAIL PROJECT	11/24/2025	2,204.00	.00		
Total BOLTON & MENK INC:				2,204.00	.00		
CASELLE LLC							
CASELLE LLC	INV-13337	CITY SOFTWARE STREETS	12/03/2025	84.80	.00		
CASELLE LLC	INV-13337	CITY SOFTWARE PD	12/03/2025	42.40	.00		
CASELLE LLC	INV-13337	CITY SOFTWARE REC	12/03/2025	42.40	.00		
CASELLE LLC	INV-13337	CITY SOFTWARE SEWER	12/03/2025	84.80	.00		
CASELLE LLC	INV-13337	CITY SOFTWARE EMS	12/03/2025	42.40	.00		
CASELLE LLC	INV-13337	CITY SOFTWARE ADMIN	12/03/2025	127.20	.00		
CASELLE LLC	INV-13337	CITY SOFTWARE FD	12/03/2025	42.40	.00		
CASELLE LLC	INV-13337	CITY SOFTWARE WATER	12/03/2025	84.80	.00		
CASELLE LLC	INV-13337	CITY SOFTWARE PARKS	12/03/2025	42.40	.00		
CASELLE LLC	INV-13337	CITY SOFTWARE CLERK	12/03/2025	1,483.98	.00		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
CASELLE LLC	INV-13337	CITY SOFTWARE LIBRARY	12/03/2025	42.40	.00		
Total CASELLE LLC:				2,119.98	.00		
CULLIGAN							
CULLIGAN	119655	WATER CITY HALL WTR FUND	11/30/2025	12.55	.00		
CULLIGAN	119655	WATER CITY HALL STREETS	11/30/2025	12.55	.00		
CULLIGAN	119655	WATER CITY HALL	11/30/2025	12.55	.00		
CULLIGAN	119655	WATER CITY HALL SWR FUND	11/30/2025	12.55	.00		
CULLIGAN	30NOV2025	WATER LIBRARY	11/30/2025	9.01	.00		
Total CULLIGAN:				59.21	.00		
D AND G AUTO GROUP							
D AND G AUTO GROUP	21NOV2025	TIRE REPAIR	11/21/2025	42.80	.00		
Total D AND G AUTO GROUP:				42.80	.00		
DALLAS CO SHERIFFS OFFICE							
DALLAS CO SHERIFFS OFFICE	25NOV2025	NEW WORLD MODULE	11/25/2025	476.00	.00		
Total DALLAS CO SHERIFFS OFFICE:				476.00	.00		
DELTA DENTAL							
DELTA DENTAL	01DEC2025	DENTAL & VISION WATER	12/08/2025	170.43	.00		
DELTA DENTAL	01DEC2025	DENTAL & VISION RUT	12/08/2025	122.43	.00		
DELTA DENTAL	01DEC2025	DENTAL & VISION LIBRARY	12/08/2025	79.68	.00		
DELTA DENTAL	01DEC2025	DENTAL & VISION CITY HALL	12/08/2025	38.78	.00		
DELTA DENTAL	01DEC2025	DENTAL & VISION PD	12/08/2025	218.44	.00		
DELTA DENTAL	01DEC2025	DENTAL & VISION SEWER	12/08/2025	132.56	.00		
Total DELTA DENTAL:				762.32	.00		
EARLHAM SAVINGS BANK							
EARLHAM SAVINGS BANK	2025114	EBANK EFT ACH FEES	11/14/2025	8.34	8.34	11/14/2025	
EARLHAM SAVINGS BANK	2025114	EFT ACH FEES	11/14/2025	8.33	8.33	11/14/2025	
EARLHAM SAVINGS BANK	2025114	EBANK EFT ACH FEES	11/14/2025	8.33	8.33	11/14/2025	
Total EARLHAM SAVINGS BANK:				25.00	25.00		
ELECTRIC PUMP							
ELECTRIC PUMP	032769.1	BOOSTER STATION SERVICE CALL	07/17/2025	512.50	.00		
Total ELECTRIC PUMP:				512.50	.00		
FENIX USA LLC							
FENIX USA LLC	28650	MONTHLY HOSTING WATER	12/01/2025	164.37	.00		
FENIX USA LLC	28650	MONTHLY HOSTING SEWER	12/01/2025	164.38	.00		
Total FENIX USA LLC:				328.75	.00		
FIRE SERVICE TRAINING BUREAU							
FIRE SERVICE TRAINING BURE	260864	HMA TESTING FOR HEIMDAL AND SO	11/25/2025	100.00	.00		
Total FIRE SERVICE TRAINING BUREAU:				100.00	.00		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
GATEHOUSE MEDIA IA HOLDINGS							
GATEHOUSE MEDIA IA HOLDIN	01DEC2025	BOA NOTICE	12/01/2025	29.20	29.20	12/01/2025	
GATEHOUSE MEDIA IA HOLDIN	12NOV2025	11/10/2025 COUNCIL MINUTES	11/12/2025	250.64	250.64	11/12/2025	
GATEHOUSE MEDIA IA HOLDIN	25NOV2025	REZONE NOTICE	11/25/2025	50.66	50.66	11/25/2025	
GATEHOUSE MEDIA IA HOLDIN	26NOV2025	COUNCIL MINUTES	11/26/2025	42.00	42.00	11/26/2025	
Total GATEHOUSE MEDIA IA HOLDINGS:				372.50	372.50		
GUTHRIE COUNTY STATE BANK							
GUTHRIE COUNTY STATE BAN	25NOV2025	FY 26 VAN METER LAND CO TIF REBA	11/25/2025	116,517.00	116,517.00	11/25/2025	
Total GUTHRIE COUNTY STATE BANK:				116,517.00	116,517.00		
HEARTLAND BUSINESSES SYSTEM							
HEARTLAND BUSINESSES SYSTE	843854-H	MONTHLY IT CLERK	11/20/2025	111.84	.00		
HEARTLAND BUSINESSES SYSTE	843854-H	MONTHLY IT LIBRARY	11/20/2025	668.52	.00		
HEARTLAND BUSINESSES SYSTE	843854-H	MONTHLY IT PARKS	11/20/2025	167.01	.00		
HEARTLAND BUSINESSES SYSTE	843854-H	MONTHLY IT SEWER	11/20/2025	556.71	.00		
HEARTLAND BUSINESSES SYSTE	843854-H	MONTHLY IT REC	11/20/2025	167.01	.00		
HEARTLAND BUSINESSES SYSTE	843854-H	MONTHLY IT COUNCIL	11/20/2025	1,169.57	.00		
HEARTLAND BUSINESSES SYSTE	843854-H	MONTHLY IT WATER	11/20/2025	556.71	.00		
HEARTLAND BUSINESSES SYSTE	843854-H	MONTHLY IT FIRE	11/20/2025	167.01	.00		
HEARTLAND BUSINESSES SYSTE	843854-H	MONTHLY IT POLICE	11/20/2025	668.52	.00		
HEARTLAND BUSINESSES SYSTE	843854-H	MONTHLY IT STREETS	11/20/2025	445.37	.00		
HEARTLAND BUSINESSES SYSTE	845207-H	MONTHLY IT WEBSITE	11/20/2025	48.75	.00		
Total HEARTLAND BUSINESSES SYSTEM:				4,727.02	.00		
HEARTLAND COOP							
HEARTLAND COOP	30NOV2025	SHOP LP WATER	11/30/2025	279.84	.00		
HEARTLAND COOP	30NOV2025	SHOP LP SEWER	11/30/2025	279.84	.00		
Total HEARTLAND COOP:				559.68	.00		
INVISION							
INVISION	1038997	601 MAIN	11/30/2025	26,202.50	.00		
Total INVISION:				26,202.50	.00		
IOWA CODE ENFORCEMENT							
IOWA CODE ENFORCEMENT	07	MONTHLY SERVICE FEE	12/01/2025	600.00	.00		
Total IOWA CODE ENFORCEMENT:				600.00	.00		
IOWA ONE CALL							
IOWA ONE CALL	276881	UTILITY LOCATES WATER	11/18/2025	29.30	.00		
IOWA ONE CALL	276881	UTILITY LOCATES SEWER	11/18/2025	29.30	.00		
Total IOWA ONE CALL:				58.60	.00		
JFI							
JFI	15496	ROAD SALT	11/14/2025	2,964.00	.00		
Total JFI:				2,964.00	.00		
JOE ROEDER							
JOE ROEDER	2025-1112	COMPENSATION	11/12/2025	5.00	5.00	11/12/2025	

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total JOE ROEDER:				5.00	5.00		
JONATHA BASYE							
JONATHA BASYE	04691-470337	25 MENU	SIAG32VYKQCQNOVEMBER	11/05/2025	65.75	65.75	11/17/2025
JONATHA BASYE	127505	CLEAR BOTTOM LOADING SIGNHOLD	11/05/2025	97.80	97.80	11/17/2025	
JONATHA BASYE	127505	SHIPPING OUTBOUND** RUSH SHIPPI	11/05/2025	33.00	33.00	11/17/2025	
JONATHA BASYE	13OCT2025	GIFTCARDS FOR PUZZLE PRIZES	10/12/2025	100.00	100.00	11/17/2025	
JONATHA BASYE	13OCT2025(2)	GIFTCARDS FOR PUZZLE PRIZES	10/13/2025	180.00	180.00	11/17/2025	
JONATHA BASYE	14OCT2025	PIZZA FOR PUZZLE IT EVENT	10/14/2025	218.82	218.82	11/17/2025	
JONATHA BASYE	20OCT2025	PLA CONFERENCE REGISTRATION	11/24/2025	386.00	386.00	11/24/2025	
JONATHA BASYE	DDL-29188524	DOODLE AG (SOFTWARE)	11/13/2025	83.40	83.40	11/17/2025	
Total JONATHA BASYE:				1,164.77	1,164.77		
KONICA MINOLTA							
KONICA MINOLTA	505006212	COPIER USAGE SEWER	10/31/2025	11.93	.00		
KONICA MINOLTA	505006212	COPER MAINTENANCE WATER	10/31/2025	11.94	.00		
KONICA MINOLTA	505006212	COPIER MAINTENANCE GENERAL	10/31/2025	11.93	.00		
KONICA MINOLTA	505472038	COPER MAINTENANCE WATER	11/30/2025	11.94	.00		
KONICA MINOLTA	505472038	COPIER MAINTENANCE GENERAL	11/30/2025	11.93	.00		
KONICA MINOLTA	505472038	COPIER USAGE SEWER	11/30/2025	11.93	.00		
Total KONICA MINOLTA:				71.60	.00		
MACQUEEN							
MACQUEEN	050487	ANNUAL FLOW TESTING OF OUR SCB	11/21/2025	975.00	.00		
Total MACQUEEN:				975.00	.00		
MATHESON TRI GAS INC							
MATHESON TRI GAS INC	0052592935	OXYGEN	11/30/2025	42.40	.00		
Total MATHESON TRI GAS INC:				42.40	.00		
MEDIACOM							
MEDIACOM	22NOV2025	CITY HALL INTERNET SEWER SHARE	11/22/2025	85.67	.00		
MEDIACOM	22NOV2025	CITY HALL INTERNET WATER SHARE	11/22/2025	85.64	.00		
MEDIACOM	22NOV2025	CITY HALL INTERNET	11/22/2025	85.64	.00		
Total MEDIACOM:				256.95	.00		
MIDAMERICAN ENERGY							
MIDAMERICAN ENERGY	26DEC2025	GAS/ELECTRIC PUB WORKS	12/05/2025	96.09	.00		
MIDAMERICAN ENERGY	26DEC2025	GAS/ELECTRIC POLICE	12/05/2025	37.99	.00		
MIDAMERICAN ENERGY	26DEC2025	GAS/ELECTRIC FIRE	12/05/2025	15.20	.00		
MIDAMERICAN ENERGY	26DEC2025	GAS/ELECTRIC REC	12/05/2025	36.13	.00		
MIDAMERICAN ENERGY	26DEC2025	GAS/ELECTRIC SEWER	12/05/2025	577.52	.00		
MIDAMERICAN ENERGY	26DEC2025	GAS/ELECTRIC RUT	12/05/2025	1,262.26	.00		
MIDAMERICAN ENERGY	26DEC2025	GAS/ELECTRIC SIREN	12/05/2025	12.31	.00		
MIDAMERICAN ENERGY	26DEC2025	GAS/ELECTRIC EMS	12/05/2025	15.20	.00		
MIDAMERICAN ENERGY	26DEC2025	GAS/ELECTRIC PARKS	12/05/2025	38.06	.00		
MIDAMERICAN ENERGY	26DEC2025	GAS/ELECTRIC LIBRARY	12/05/2025	83.58	.00		
MIDAMERICAN ENERGY	26DEC2025	GAS/ELECTRIC CITY HALL	12/05/2025	286.49	.00		
MIDAMERICAN ENERGY	26DEC2025	GAS/ELECTRIC WATER	12/05/2025	368.47	.00		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total MIDAMERICAN ENERGY:				2,829.30	.00		
MUNICIPAL SUPPLY INC							
MUNICIPAL SUPPLY INC	0961883-IN	STORMWATER PIPE	11/18/2025	629.20	.00		
Total MUNICIPAL SUPPLY INC:				629.20	.00		
NYEMASTER GOODE, P.C.							
NYEMASTER GOODE, P.C.	965814	ATTORNEY FEES	10/31/2025	3,961.00	.00		
Total NYEMASTER GOODE, P.C.:				3,961.00	.00		
RACCOON VALLEY LAND SURVEYING							
RACCOON VALLEY LAND SURV	28NOV2025	601 MAIN	11/28/2025	871.50	.00		
Total RACCOON VALLEY LAND SURVEYING:				871.50	.00		
STACK PAY - REC FEES							
STACK PAY - REC FEES	20251124	REC FEE REFUND	11/24/2025	50.00	50.00	11/30/2025	
Total STACK PAY - REC FEES:				50.00	50.00		
STIVERS FORD							
STIVERS FORD	108312/2	2023 TAHOE OIL CHANGE	11/19/2025	110.75	.00		
Total STIVERS FORD:				110.75	.00		
THE HARTFORD							
THE HARTFORD	570695793792	HARTFORD - ADMIN	11/15/2025	16.56	16.56	11/15/2025	
THE HARTFORD	570695793792	HARTFORD - REC	11/15/2025	21.23	21.23	11/15/2025	
THE HARTFORD	570695793792	HARTFORD - PD	11/15/2025	95.43	95.43	11/15/2025	
THE HARTFORD	570695793792	HARTFORD - ROAD USE TAX	11/15/2025	48.40	48.40	11/15/2025	
THE HARTFORD	570695793792	HARTFORD - CLERK	11/15/2025	29.84	29.84	11/15/2025	
THE HARTFORD	570695793792	HARTFORD - WATER	11/15/2025	98.14	98.14	11/15/2025	
THE HARTFORD	570695793792	HARTFORD - SEWER	11/15/2025	82.38	82.38	11/15/2025	
THE HARTFORD	570695793792	HARTFORD - LIBRARY	11/15/2025	43.12	43.12	11/15/2025	
THE HARTFORD	570695793792	HARTFORD - PARKS	11/15/2025	21.24	21.24	11/15/2025	
Total THE HARTFORD:				456.34	456.34		
THORPE WATER DEV CO							
THORPE WATER DEV CO	9452	MONTHLY AFFIDAVIT CHARGE WATE	11/28/2025	200.00	.00		
THORPE WATER DEV CO	9452	MONTHLY AFFIDAVIT CHARGE SEWE	11/28/2025	200.00	.00		
Total THORPE WATER DEV CO:				400.00	.00		
TREAS - ST OF IA SALES TX							
TREAS - ST OF IA SALES TX	24NOV2025	WET TAX	12/02/2025	2,148.13	2,148.13	11/24/2025	
Total TREAS - ST OF IA SALES TX:				2,148.13	2,148.13		
TRINDLE RIDGE LLC							
TRINDLE RIDGE LLC	25NOV2025	FY 26 TRINDLE RIDGE TIF REBATE PA	11/25/2025	56,573.00	56,573.00	11/25/2025	
Total TRINDLE RIDGE LLC:				56,573.00	56,573.00		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
UMB BANK NA							
UMB BANK NA	20251126	INTEREST PAYMENT SRS 2021	11/26/2025	21,700.00	21,700.00	11/30/2025	
Total UMB BANK NA:				21,700.00	21,700.00		
UNITED UTILITIES & EXCAVATION							
UNITED UTILITIES & EXCAVATI	08DEC2025	WATER MAIN P1 PAY EST #7	12/04/2025	38,883.50	.00		
Total UNITED UTILITIES & EXCAVATION:				38,883.50	.00		
UNITY POINT HEALTH AT WORK DES MOINES							
UNITY POINT HEALTH AT WORK	286715	EMPLOYEE TESTING	12/02/2025	42.00	.00		
Total UNITY POINT HEALTH AT WORK DES MOINES:				42.00	.00		
VERIZON WIRELESS							
VERIZON WIRELESS	6127475751	CELL PHONE CHARGES STREETS	11/01/2025	72.97	72.97	11/18/2025	
VERIZON WIRELESS	6127475751	CELL PHONE CHARGES PD	11/01/2025	50.70	50.70	11/18/2025	
VERIZON WIRELESS	6127475751	CELL PHONE CHARGES - CLERK	11/01/2025	177.87	177.87	11/18/2025	
VERIZON WIRELESS	6127475751	CELL PHONE CHARGES - LIB	11/01/2025	54.30	54.30	11/18/2025	
VERIZON WIRELESS	6127475751	CELL PHONE CHARGES - EMS	11/01/2025	78.26	78.26	11/18/2025	
VERIZON WIRELESS	6127475751	CELL PHONE CHARGES - FD	11/01/2025	27.15	27.15	11/18/2025	
VERIZON WIRELESS	6127475751	CELL PHONE CHARGES - WA	11/01/2025	72.98	72.98	11/18/2025	
VERIZON WIRELESS	6127475751	CELL PHONE CHARGES - SW	11/01/2025	72.98	72.98	11/18/2025	
VERIZON WIRELESS	6127475751	CELL PHONE CHARGES - REC	11/01/2025	25.29	25.29	11/18/2025	
VERIZON WIRELESS	6127475751	CELL PHONE CHARGES - PARKS	11/01/2025	25.29	25.29	11/18/2025	
Total VERIZON WIRELESS:				657.79	657.79		
WASTE CONNECTIONS							
WASTE CONNECTIONS	3830596T071	GARBAGE CONTRACT	12/01/2025	13,384.56	.00		
Total WASTE CONNECTIONS:				13,384.56	.00		
WASTE SOLUTIONS OF IA							
WASTE SOLUTIONS OF IA	37186	KYBOS - SOCCER FIELDS	10/30/2025	292.00	.00		
WASTE SOLUTIONS OF IA	39228	KYBOS - MEMORIAL PARK	11/26/2025	165.74	.00		
Total WASTE SOLUTIONS OF IA:				457.74	.00		
WELLMARK							
WELLMARK	253140022118	HEALTH INSURANCE CITY HALL	11/10/2025	600.52	.00		
WELLMARK	253140022118	HEALTH INSURANCE LIBRARY	11/10/2025	1,110.82	.00		
WELLMARK	253140022118	HEALTH INSURANCE WATER	11/10/2025	3,042.39	.00		
WELLMARK	253140022118	HEALTH INSURANCE PD	11/10/2025	1,965.10	.00		
WELLMARK	253140022118	HEALTH INSURANCE RUT	11/10/2025	2,208.20	.00		
WELLMARK	253140022118	HEALTH INSURANCE SEWER	11/10/2025	1,828.29	.00		
Total WELLMARK:				10,755.32	.00		
WELLS FARGO CC							
WELLS FARGO CC	03NOV2025	CC LIBRARY DUES	11/03/2025	90.00	90.00	11/18/2025	
WELLS FARGO CC	03NOV2025	CC LIBRARY SUBSCRIPTION	11/03/2025	150.00	150.00	11/18/2025	
WELLS FARGO CC	03NOV2025	CC PARK OPERATING SUPPLY	11/03/2025	34.98	34.98	11/18/2025	
WELLS FARGO CC	03NOV2025	CC REC EQUIPMENT REPAIR	11/03/2025	164.72	164.72	11/18/2025	
WELLS FARGO CC	03NOV2025	CC CEMETERY MAINTENANCE	11/03/2025	722.17	722.17	11/18/2025	
WELLS FARGO CC	03NOV2025	CC CLERK SUBSCRIPTION	11/03/2025	30.00	30.00	11/18/2025	

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
WELLS FARGO CC	03NOV2025	CC FIRE TSHEETS	11/03/2025	9.53	9.53	11/18/2025	
WELLS FARGO CC	03NOV2025	CC WATER TSHEETS	11/03/2025	14.30	14.30	11/18/2025	
WELLS FARGO CC	03NOV2025	CC SEWER TSHEETS	11/03/2025	14.30	14.30	11/18/2025	
WELLS FARGO CC	03NOV2025	CC REC TSHEETS	11/03/2025	9.53	9.53	11/18/2025	
WELLS FARGO CC	03NOV2025	CC LIBRARY TSHEETS	11/03/2025	28.59	28.59	11/18/2025	
WELLS FARGO CC	03NOV2025	CC CLERK TSHEETS	11/03/2025	28.69	28.69	11/18/2025	
WELLS FARGO CC	03NOV2025	CC REC TRAINING	11/03/2025	225.00	225.00	11/18/2025	
WELLS FARGO CC	03NOV2025	CC REC SUPPLY	11/03/2025	241.52	241.52	11/18/2025	
WELLS FARGO CC	03NOV2025	CC PARK SUPPLY	11/03/2025	28.65	28.65	11/18/2025	
WELLS FARGO CC	03NOV2025	CC ADMIN SUBSCRIPTIONS	11/03/2025	180.00	180.00	11/18/2025	
WELLS FARGO CC	03NOV2025	CC POLICE TRAINING	11/03/2025	795.00	795.00	11/18/2025	
WELLS FARGO CC	03NOV2025	CC PD TSHEETS	11/03/2025	19.06	19.06	11/18/2025	
Total WELLS FARGO CC:				2,786.04	2,786.04		
WEX BANK							
WEX BANK	108168192	FUEL PD	11/14/2025	407.20	407.20	11/18/2025	
WEX BANK	108168192	CAR WASH PD	11/14/2025	22.00	22.00	11/18/2025	
WEX BANK	108168192	FUEL FIRE	11/14/2025	184.68	184.68	11/18/2025	
WEX BANK	108168192	FUEL STREETS	11/14/2025	284.81	284.81	11/18/2025	
WEX BANK	108168192	FUEL WATER	11/14/2025	284.81	284.81	11/18/2025	
WEX BANK	108168192	FUEL SEWER	11/14/2025	284.81	284.81	11/18/2025	
WEX BANK	108168192	FUEL PARKS REC	11/14/2025	10.38	10.38	11/18/2025	
WEX BANK	108168192	ROUNDING ADJUSTMENT	11/14/2025	.01-	.01-	11/18/2025	
Total WEX BANK:				1,478.68	1,478.68		
WHITFIELD & EDDY PLC							
WHITFIELD & EDDY PLC	359944	GENERAL MATTERS	12/01/2025	433.50	.00		
WHITFIELD & EDDY PLC	359945	ZONING MATTERS	12/01/2025	1,860.50	.00		
WHITFIELD & EDDY PLC	359946	ZONING MATTERS	12/01/2025	656.00	.00		
WHITFIELD & EDDY PLC	359947	GENERAL MATTERS	12/01/2025	29.00	.00		
WHITFIELD & EDDY PLC	359948	ZONING MATTERS	12/01/2025	4,696.50	.00		
WHITFIELD & EDDY PLC	359949	GENERAL MATTERS	12/01/2025	235.00	.00		
Total WHITFIELD & EDDY PLC:				7,910.50	.00		
WILL NIXON							
WILL NIXON	08DEC2025	FALL 25 SOCCER REF	12/03/2025	40.00	.00		
Total WILL NIXON:				40.00	.00		
Grand Totals:				364,239.83	203,934.25		

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

City of Van Meter Payroll Report

10/25/2025

Payroll Deposit	\$	20,521.00
Vendors		
AFLAC	\$	106.03
FEDERAL	\$	7,562.17
IPERS	\$	4,435.97
STATE WD	\$	777.03
Vendor Total	\$	12,881.20

11/7/2025

Payroll Deposit	\$	20,348.24
Vendors		
AFLAC	\$	106.03
FEDERAL	\$	7,562.17
IPERS	\$	4,406.57
STATE WD	\$	776.59
Vendor Total	\$	12,851.36

11/25/2025

Payroll Deposit	\$	20,328.87
Vendors		
AFLAC	\$	106.03
FEDERAL	\$	7,565.05
IPERS	\$	4,460.58
STATE WD	\$	777.97
Vendor Total	\$	12,909.63

Nov-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	\$ -	\$19,000	\$ -	\$ -	\$ -	\$ -

RESOLUTION #2025-129

“A Resolution Approving Appointment to the City’s Board of Adjustment”

Whereas, certain terms have been terminated for various reasons on the Board of Adjustment for the City of Van Meter; and

Whereas, the City Administrator wishes to fill upcoming vacancies and establish term schedules; and

Whereas, the City Administrator has reviewed the applications and recommends the following appointments:

- **Board of Adjustment (2 terms expiring on June 30, 2029)**
 - John Jungman – Term Expires June 30, 2029 (new)

Therefore, be it resolved by the Van Meter City Council approves the appointments as presented.

Passed and approved this 8th day of December, 2025

Joe Herman, Mayor

ATTEST:

Travis Cooke, City Clerk

City of Van Meter Board or Commission Application Form submitted on City of Van Meter

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

Date Sat 11/29/25 3:25 PM

To info <info@vanmeteria.gov>

Name	John Jungman
Please select the Board or Commission of Interest:	Board of Adjustment (5 Year Term - Residency Required)
Phone	515-321-0634
Email	jungmanjohn@gmail.com
Address	221 Locust St. Van Meter Iowa 50261
Length of Time Living in Van Meter	32 years
Occupation	Retired
List Any Other Boards/Commissions You Are Currently Serving On	No
Describe why you are interested in serving on a City Board or Commission:	Long time resident of Van Meter and interested in the City Of Van Meter.
Describe any qualifying knowledge, skill or experience that you possess relating to the Board or Commission of interest:	Long time resident and property owner in Van Meter. Worked 33 years as a Claims Adjuster for GuideOne Insurance.

Resolution #2025-130

"A Resolution Approving Calendar Year 2026 Council Meeting Schedule"

Whereas, the City Administrator and Council have reviewed the proposed Council meeting schedule outlined below and recommend adoption as presented; now

Therefore, be it resolved by the Van Meter City Council approved the Calendar Year 2026 regular Council business meeting schedule as follows:

Regular Council Meetings (7:00pm)

Monday, January 12, 2026
Monday, February 9, 2026
Monday, March 9, 2026
Monday, April 13, 2026
Monday, May 11, 2026
Monday, June 8, 2026
Monday, July 13, 2026
Monday, August 10, 2026
Monday, September 14, 2026
Monday, October 12, 2026
Monday, November 9, 2026
Monday, December 14, 2026

Special Meetings & Workshops (6:00pm)

Monday, January 26, 2026
Monday, February 23, 2026
Monday, March 23, 2026
Monday, March 31, 2026 (Property Tax Levy Hearing)
Monday, April 27, 2026
Monday, June 22, 2026
Monday, July 27, 2026
Monday, August 24, 2026
Monday, September 28, 2026
Monday, October 26, 2026
Monday, November 23, 2026

Passed and approved this 8th day of December, 2025.

Joe Herman, Mayor

ATTEST:

Travis Cooke, City Clerk

Resolution 2025-131

“A Resolution Authorizing Depository for Calendar Year 26”

WHEREAS, Chapter 12C.2 of the Iowa Code requires, “The approval of a financial institution as a depository of public funds for a public body shall be by written resolution or order that shall be entered of record in the minutes of the approving board, and that shall distinctly name each depository approved, and specify the maximum amount that may be kept on deposit in each depository.” Now;

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

Section 1. This written resolution shall be entered into the record of City Council meeting minutes.

Section 2. The Earlham Savings Bank is hereby distinctly named and approved as the official depository for the City of Van Meter’s operating and investment funds.

Section 3. The maximum amount that may be kept on deposit at the Earlham Savings Bank shall be ten million dollars (\$10,000,000.00).

Section 4. Iowa Public Agency Investment Trust (IPAIT) is hereby distinctly named and approved as a secondary depository for the City of Van Meter’s investment funds.

Section 5. The maximum amount that may be kept on deposit at IPAIT shall be one million dollars (\$1,000,000.00)

Passed and adopted this 8th day of December, 2025.

Joe Herman, Mayor

ATTEST:

Travis Cooke, City Clerk

Resolution #2025-132
"A Resolution to Appoint Mayor Pro Tem"

Whereas, Pursuant to Iowa Code Section 372.14, The mayor is the chief executive officer of the city and presiding officer of the council. Except for the supervisory duties which have been delegated by law to a city manager, the mayor shall supervise all city officers and departments; and

Whereas, The mayor may take command of the police and govern the city by proclamation, upon making a determination that a time of emergency or public danger exists. Within the city limits, the mayor has all the powers conferred upon the sheriff to suppress disorders; and

Whereas, The mayor pro tem is vice president of the council. When the mayor is absent or unable to act, the mayor pro tem shall perform the mayor's duties, except that the mayor pro tem may not appoint, employ, or discharge officers or employees without the approval of the council. Official actions of the mayor pro tem when the mayor is absent or unable to act are legal and binding to the same extent as if done by the mayor. The mayor pro tem retains all of the powers of a council member; and

Whereas, The mayor appoints Travis Brott as Mayor Pro Tem effective January 1, 2026.

Therefore, be it resolved by the Van Meter City Council that the following appointment is made and confirmed, effective January 1, 2026:

- I) Travis Brott - Mayor Pro Tem for a term expiring December 31, 2026

Passed and approved this 8th day of December, 2025.

ATTEST:

Joe Herman, Mayor

Travis Cooke, City Clerk

Resolution #2025-133

A Resolution Approving the 2026 Bridge Inspection and Rating Agreement

WHEREAS, the City of Van Meter is required to perform routine bridge inspections and load ratings in compliance with Iowa Department of Transportation (DOT) and Federal Highway Administration (FHWA) regulations; and

WHEREAS, Calhoun-Burns and Associates has submitted a proposal to provide professional engineering services for the 2026 Bridge Inspection and Rating Program; and

WHEREAS, the City Council finds it in the best interest of the City to enter into said agreement to ensure public safety and regulatory compliance.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Van Meter, Iowa, that the Mayor and City Administrator are hereby authorized and directed to execute the 2026 Bridge Inspection and Rating Agreement with Calhoun-Burns and Associates as presented.

Passed and approved this 8th day of December, 2025.

Joe Herman, Mayor

ATTEST:

Travis Cooke, City Clerk

AGREEMENT

THIS IS AN AGREEMENT effective as of _____, 2025 ("Effective Date") between the City of Van Meter, Iowa ("City") and Calhoun-Burns and Associates, West Des Moines, Iowa ("Engineer"). Engineer agrees to provide the services described below to City for 2026 bridge inspection and load rating in the City of Van Meter, Iowa ("Assignment").

Description of Engineer's Services:

- Routine visual inspection of one (1) bridge – Attachment A.
- Above work includes obtaining a channel cross-section and updating Iowa Legal Rating Truck load rating calculations and certifications as required following field inspections.
- Ongoing Emergency Vehicle (EV) and All Systems Overweight Permit analysis, rating and coordination of four (4) bridges- Attachment A.
- Above work will be in accordance with Iowa Department of Transportation and Federal Highway Administration guidelines and requirements.

City and Engineer further agree as follows:

1.01 Basic Agreement

A. Engineer shall provide, or cause to be provided, the services set forth in this Agreement, and City shall pay Engineer for such Services as set forth in Paragraph 9.01.

2.01 Payment Procedures

A. *Preparation of Invoices.* Engineer will prepare a monthly invoice in accordance with Engineer's standard invoicing practices and submit the invoice to City.

B. *Payment of Invoices.* Invoices are due and payable within 30 days of receipt. If City fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer's invoice, Engineer may, without liability, after giving seven days written notice to City, suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related charges.

3.01 Additional Services

A. If authorized by City, or if required because of changes in the Assignment, Engineer shall furnish services in addition to those set forth above.

B. City shall pay Engineer for such additional services as follows: For additional services of Engineer's employees engaged directly on the Assignment an amount equal to the cumulative hours charged to the Assignment by each class of Engineer's employees times standard hourly rates for each applicable billing class; plus reimbursable expenses and Engineer's consultants' charges, if any.

4.01 Termination

A. The obligation to provide further services under this Agreement may be terminated:

1. For cause,

a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party.

b. By Engineer:

1) upon seven days written notice if Engineer believes that Engineer is being requested by City to furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or

2) upon seven days written notice if the Engineer's services for the Assignment are delayed or suspended for more than 90 days for reasons beyond Engineer's control.

3) Engineer shall have no liability to City on account of such termination.

c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under paragraph 4.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its failure and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by City effective upon the receipt of notice by Engineer.

B. The terminating party under paragraphs 4.01.A.1 or 4.01.A.2 may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to demobilize personnel and equipment, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Assignment materials in orderly files.

5.01 Controlling Law

A. This Agreement is to be governed by the law of the State of Iowa.

6.01 Successors, Assigns, and Beneficiaries

A. Neither City nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

7.01 General Considerations

A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services. Engineer and its Citys may use or rely upon the design services of others, including, but not limited to, contractors, manufacturers, and suppliers.

B. All documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents.

C. To the fullest extent permitted by law, City and Engineer (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and Citys, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Assignment, and (2) agree that Engineer's total liability to City under this Agreement shall be limited to \$10,000.00 or the total amount of compensation received by Engineer, whichever is greater.

D. The parties acknowledge that Engineer's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). If Engineer or any other party encounters a Hazardous Environmental Condition, Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Assignment affected thereby until City: (i) retains appropriate specialist Citys or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the Site is in full compliance with applicable Laws and Regulations.

8.01 Total Agreement

A. This Agreement (consisting of pages 1 to 4 inclusive together with any expressly incorporated appendix), constitutes the entire agreement between City and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

9.01 Payment

A. Using the procedures set forth in paragraph 2.01, City shall pay Engineer as follows:

- | | |
|---|--------------------------|
| 1. Routine Visual Inspection and Reporting: | Lump Sum = \$ 550.00 |
| 2. Channel Cross Section: | Lump Sum = \$ 750.00 |
| 3. Ongoing Emergency Vehicle (EV) and All Systems Overweight Permit Analysis, Rating and Coordination; and SNBI conversion: | At Current Hourly Rates. |

B. The Engineer's compensation is conditioned on the time to complete the Assignment not exceeding six (6) months. Should the time to complete the assignment be extended beyond this period, total compensation to Engineer shall be appropriately adjusted.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

CITY:

By: _____
Joe Herman

Title: Mayor

Date: _____

ENGINEER:

By:  _____
Jon D. Conzett, P.E.

Title: Vice President

Date: 12/4/25

ATTESTED BY:

Liz Faust

Title: City Administrator

Date: _____

ATTACHMENT A

**LIST OF STRUCTURES FOR
CITY OF VAN METER, IOWA
BRIDGE INSPECTION AND RATING PROGRAM - 2026**

1. List of Structures for Routine Visual Inspection and Reporting

FHWA No.	LOCATION
131251	Mill Street

2. List of Structures for Channel Cross Section

FHWA No.	LOCATION
131251	Mill Street

**3. List of Structures for Ongoing Emergency Vehicle (EV) and All Systems
Overweight Permit Analysis and Rating**

FHWA No.	LOCATION
011490	Wilson Street
022180	East Street
131251	Mill Street
505005	Brookview Lane

City to provide designated truck route map/information for All Systems Overweight Permit Analysis and Rating.

ATTACHMENT B

2026 HOURLY BILLING RATES (EFFECTIVE JUNE 2025)

PRINCIPAL OF FIRM II	\$ 260.00	/HOUR
PRINCIPAL OF FIRM I	\$ 248.00	/HOUR
SENIOR PROJECT MANAGER IV	\$ 230.00	/HOUR
SENIOR PROJECT MANAGER III	\$ 220.00	/HOUR
SENIOR PROJECT MANAGER II	\$ 215.00	/HOUR
SENIOR PROJECT MANAGER I	\$ 209.00	/HOUR
PROJECT MANAGER IV	\$ 212.00	/HOUR
PROJECT MANAGER III	\$ 207.00	/HOUR
PROJECT MANAGER II	\$ 202.00	/HOUR
PROJECT MANAGER I	\$ 196.00	/HOUR
SENIOR PROJECT ENGINEER IV	\$ 198.00	/HOUR
SENIOR PROJECT ENGINEER III	\$ 192.00	/HOUR
SENIOR PROJECT ENGINEER II	\$ 178.00	/HOUR
SENIOR PROJECT ENGINEER I	\$ 164.00	/HOUR
PROJECT ENGINEER IV	\$ 184.00	/HOUR
PROJECT ENGINEER III	\$ 170.00	/HOUR
PROJECT ENGINEER II	\$ 160.00	/HOUR
PROJECT ENGINEER I	\$ 143.00	/HOUR
SENIOR DESIGN ENGINEER IV	\$ 160.00	/HOUR
SENIOR DESIGN ENGINEER III	\$ 147.00	/HOUR
SENIOR DESIGN ENGINEER II	\$ 138.00	/HOUR
SENIOR DESIGN ENGINEER I	\$ 125.00	/HOUR
DESIGN ENGINEER IV	\$ 151.00	/HOUR
DESIGN ENGINEER III	\$ 144.00	/HOUR
DESIGN ENGINEER II	\$ 136.00	/HOUR
DESIGN ENGINEER I	\$ 127.00	/HOUR
ENGINEER INTERN	\$ 108.00	/HOUR
FUNDING SPECIALIST I	\$ 149.00	/HOUR
FUNDING SPECIALIST II	\$ 132.00	/HOUR
SENIOR ENGINEERING TECHNICIAN IV	\$ 166.00	/HOUR
SENIOR ENGINEERING TECHNICIAN III	\$ 157.00	/HOUR
SENIOR ENGINEERING TECHNICIAN II	\$ 151.00	/HOUR
SENIOR ENGINEERING TECHNICIAN I	\$ 144.00	/HOUR
ENGINEERING TECHNICIAN IV	\$ 142.00	/HOUR
ENGINEERING TECHNICIAN III	\$ 138.00	/HOUR
ENGINEERING TECHNICIAN II	\$ 131.00	/HOUR
ENGINEERING TECHNICIAN I	\$ 127.00	/HOUR
OFFICE COORDINATOR	\$ 129.00	/HOUR
ADMINISTRATIVE ASSISTANT IV	\$ 124.00	/HOUR
ADMINISTRATIVE ASSISTANT III	\$ 118.00	/HOUR
ADMINISTRATIVE ASSISTANT II	\$ 114.00	/HOUR
ADMINISTRATIVE ASSISTANT I	\$ 107.00	/HOUR
CLERICAL I	\$ 100.00	/HOUR
CLERICAL II	\$ 94.00	/HOUR
CLERICAL III	\$ 82.00	/HOUR
MILEAGE	CURRENT IRS STANDARD RATE	
EXPENSES	ACTUAL COST	

HOURLY RATES SHALL BE ADJUSTED ANNUALLY IN ACCORDANCE WITH CONSULTING ENGINEERS' NORMAL BUSINESS PRACTICE.

TRANSMITTAL

Date: December 4, 2025

To: Liz Faust
City Administrator
City of Van Meter
310 Mill Street
Van Meter, IA 50261

Project: Agreement for 2026 Bridge
Inspection Program

ITEMS TRANSMITTED:

Drawing Number	Copies	Description
	1	Agreement for 2026 Bridge Inspection Services

For your Information/Review	<input checked="" type="checkbox"/>		
No Exception Taken	<input type="checkbox"/>	Rejected	<input type="checkbox"/>
Make Corrections Noted	<input type="checkbox"/>	Submit Specified Item	<input checked="" type="checkbox"/>
Revise and Resubmit	<input type="checkbox"/>	Return One Corrected Copy	<input type="checkbox"/>

REMARKS:

Liz -

Enclosed is the Agreement for the 2026 Bridge Inspection Program. We are scheduled to complete the inspection of the Mill Street bridge in January. In addition, a channel cross section beneath the bridge is due this year per IDOT requirements. Our work on the Emergency Vehicle and All Systems Overweight Permit Analysis and Rating will continue as required by IDOT under this Agreement as well.

Please review the Agreement and call me with your questions. If none, please date page one and obtain the appropriate signatures on page four. Please return one fully executed copy to me.

Thank you.

By: 

Jon D. Conzett, P.E.
Vice President



OATH OF OFFICE

State of Iowa:

§

Dallas County:

I, Nathaniel Schwab, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Iowa, and that I will faithfully and impartially, to the best of my ability, discharge all the duties as a Police Officer for the City of Van Meter, Iowa as now or hereafter required by law.

Nathaniel Schwab

Subscribed and sworn to before me this 8th day of December, 2025.

Mike Brown, Police Chief



505 Grant Street
P.O. Box 160
Van Meter, Iowa 50261

City Hall: 515-996-2644
Fax: 515-996-2207
Dispatch: 515-993-4567
Cellular: 515-202-4154
Email: mbrown@vanmeteria.gov

November 17, 2025

Mr. Nathaniel Schwab,

Based on your successful completion of the interview process, Van Meter Police Department would like to offer you the Police Officer position contingent upon your successful completion of the following steps:

Background Investigation
Police Officer Selection Testing
Minnesota Multiphasic Personality Inventory (MMPI-2)
Medical & Drug Screening
Completion of City Reimbursement Agreement
Completion of ILEA Basic Police Academy (1 Year Deadline)
FTO Process

Each remaining phase from this point forward is evaluated on a pass/fail basis. Failure to pass any phase will remove you from further consideration in the application process. You will be notified of your status after each phase.

Initial pay is \$25.00 per hour. Upon completion of Basic Police Academy Certification, your pay will increase by \$2.00 per hour, with an additional \$2.00 per hour increase upon completion of the FTO program.

Sincerely,

Michael Brown

Chief of Police
Van Meter Police Department

“ORDINARY PEOPLE – EXTRAORDINARY SERVICE”

Agenda Item #9

Resolution #2025- Appointing Representatives to the Des Moines Area MPO

Submitted for: Discussion and Consideration

The City of Van Meter is a member of the Des Moines Area MPO. The MPO has requested member governments to appoint primary and alternate representatives to serve on its Policy and Technical Committees for the term January 1, 2026 through December 31, 2026.

Recommendation: Appoint Representatives

Sample Language: ***Motion to adopt Resolution #2025-134 Appointing Representatives to the Des Moines Area MPO.***

City Councilmember: _____ *So moved.*

City Councilmember: _____ *Second.*

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

City Clerk: Akers_____ Brott_____ Grolmus_____ Pelz_____ Westfall_____

RESOLUTION 2025-134

A RESOLUTION APPOINTING CITY OF VAN METER REPRESENTATION TO THE DES MOINES AREA
METROPOLITAN PLANNING ORGANIZATION (MPO)

WHEREAS the City of Van Meter is a member of the Des Moines Area MPO; and

WHEREAS the Des Moines Area MPO has requested its member governments to appoint primary
and alternate representatives to serve on its Policy Committee and Technical Committee for terms
that will run from January 1, 2026, through December 31, 2026;

NOW THEREFORE be it resolved by the City of Van Meter City Council to appoint the following
representatives to the Des Moines Area MPO:

Policy Committee Primary Representative:	xxxx
Policy Committee Alternate Representative:	xxxx
Technical Committee Primary Representative:	xxxx
Technical Committee Alternate Representative:	xxxx

PASSED AND APPROVED DECEMBER 8th, 2025.

Joe Herman, Mayor

ATTEST:

Travis Cooke, Clerk

TECHNICAL	EXECUTIVE	POLICY
Meets at 9:30 a.m. on the first Thursday of the month unless otherwise noted.	Meets at 11:30 a.m. on the first Thursday of the month unless otherwise noted.	Meets at 4 p.m. on the third Thursday of the month unless otherwise noted.
January 8*	January 8*	January 22*
February 5	February 5	February 19
March 5	March 5	March 19 12 ¹
April 2	April 2	April 16
May 7	May 14**	May 21
June 4	June 4	June 18
No meeting ²	No meeting ²	No meeting ²
August 6	August 6	August 20
September 3	September 3	September 17
October 1	October 1	October 15
November 5	November 5	November 19
No meeting ²	No meeting ²	No meeting ²

* All meetings are delayed one week due to New Year's Day holiday falling on the first Thursday of the month.

** Executive Committee delayed one week to avoid annual trip to Washington, D.C., which is tentatively scheduled for May 6-8.

¹ Proposing to reestablish the March meeting of the Policy Committee due to frequent occurrence of having to schedule a meeting for needed Policy Committee actions. Meeting is in the second week to avoid Spring Break.

² Proposing to have no meetings for all committees in July and December due to these being slow times of year for MPO.

When making appointments to the Des Moines Area MPO's committees, we ask that you consider the following:

- The Des Moines Area MPO's 28E Agreement states *"...the representative or representatives who shall serve on the Des Moines Area MPO shall be a member or members of its governing body or other person or persons appointed in the manner approved by such governing body. Alternative representatives may be similarly appointed, on a temporary or permanent basis, as a member government shall determine."* In addition to the forms provided, please provide a copy of the resolution appointing your representatives.
- The Des Moines Area MPO's 28E Agreement states no person appointed as a representative to one committee may serve as a primary representative or as an alternate representative on the other committee.
- The Des Moines Area MPO encourages a strong link between the appointing member's governing body its designated Des Moines Area MPO representatives, with this link enhancing the ability of the appointed representatives to carry forward that member's views when communicating with other member governments and agencies through the Des Moines Area MPO process.
- The Des Moines Area MPO urges that a member, when making its appointments, select individuals who are committed to and willing to attend and participate in the Des Moines Area MPO's meetings and activities on a regular basis. A 2026 meeting calendar has been included for your reference. Per the Des Moines Area MPO's Bylaws, if a representative, or their alternate, fails to attend three consecutive meetings, the Des Moines Area MPO Executive Director shall notify the member government to request consideration of a new appointment.
- The Des Moines Area MPO is committed to developing policies and programs that do not discriminate on the basis of race, color, income, national origin, disability, sexual orientation, gender, or similar factors. As such, we urge member governments to consider diversity when making these appointments to ensure its decision makers reflect the diversity of the region.

Agenda Item #10

Resolution #2025- Appointing Representatives to the Dallas County 911 Board

Submitted for: Discussion and Consideration

The City of Van Meter is a member of the Dallas County 911 Board. The Board has requested member governments to appoint a primary and alternate representative for the term January 1, 2026 through December 31, 2026.

Recommendation: Appoint Representatives

Sample Language: ***Motion to adopt Resolution #2025-135 Appointing Representatives to the Dallas County 911 Board.***

City Councilmember: _____ *So moved.*

City Councilmember: _____ *Second.*

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

City Clerk: Akers_____ Brott_____ Grolmus_____ Pelz_____ Westfall_____

Dallas County 911 Board

2026 Membership Update

City of _____

Primary Member	Alternate Member
Name:	Name:
Title:	Title:
Address:	Address:
City, State, Zip:	City, State, Zip:
Work Phone:	Work Phone:
Mobile Phone:	Mobile Phone:
Home Phone:	Home Phone:
EMAIL:	EMAIL:

Return to via USPS or preferably by email:

Terry McClannahan – 911 Coordinator
Dallas County Sheriff's Office
25747 N Ave Suite E
Adel, Iowa 50003
terry.mcclannahan@dallascountyiowa.gov

RESOLUTION 2025-135

A Resolution Appointing City of Van Meter Representation to the Dallas County 911 Board

WHEREAS the City of Van Meter is a member of the Dallas County 911 Board; and

WHEREAS the Dallas County 911 Board has requested its member governments to
appoint a primary and alternate representative to serve on the Board for the term
beginning January 1, 2026, through December 31, 2026;

NOW THEREFORE be it resolved by the City of Van Meter City Council to appoint the
following representatives to the Dallas County 911 Board:

Primary Representative: _____

Alternate Representative: _____

PASSED AND APPROVED DECEMBER 8th, 2025.

Joe Herman, Mayor

ATTEST:

Travis Cooke, Clerk

Agenda Item #11

Resolution#2025- Extra-Territorial Plat Waiver

Submitted for: Discussion and Consideration

The City of Van Meter has received a request for an Extra-Territorial Plat Waiver for property legally described as Parcel 17-19 in the Southeast Quarter of the Southeast Quarter of Section 17, Township 78 North, Range 27 West of the 5th P.M., Dallas County, Iowa.

Recommendation: Approval

Sample Language: ***Motion to adopt Resolution #2025-136 approving the Extra-Territorial Plat Waiver for Parcel 17-19.***

City Councilmember: _____ *So moved.*

City Councilmember: _____ *Second.*

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

City Clerk: Akers_____ Brott_____ Grolmus_____ Pelz_____ Westfall_____

RESOLUTION 2025-136

A Resolution Approving an Extra-Territorial Plat Waiver for Parcel 17-19 in Dallas County, Iowa

WHEREAS, the City of Van Meter has received a request for an Extra-Territorial Plat Waiver for property legally described as Parcel 17-19 in the Southeast Quarter of the Southeast Quarter of Section 17, Township 78 North, Range 27 West of the 5th P.M., Dallas County, Iowa, as shown in Book 2016 at Page 25903 in the office of the Dallas County Recorder; and

WHEREAS, the waiver request pertains to land owned by Phillip Lautner and surveyed by Raccoon Valley Land Surveying LLC, and said parcel is subject to and together with any and all easements, covenants, and restrictions of record; and

WHEREAS, the City Council of Van Meter finds that granting this waiver is consistent with applicable regulations and does not adversely impact the City's planning objectives;

NOW THEREFORE BE IT RESOLVED by the City Council of Van Meter, Iowa, that the Extra-Territorial Plat Waiver for Parcel 17-19 is hereby approved and the Mayor is authorized to execute any necessary documents on behalf of the City.

PASSED AND APPROVED this 8th day of December, 2025.

Joe Herman, Mayor

ATTEST:

Travis Cooke, Clerk

LOCATION: PART PARCEL 17-19 SE.1/4-SE.1/4
SECTION 17 T78N R27W
DALLAS COUNTY IOWA

REQUESTOR: BRETT BAKER

PROPRIETOR: PHILLIP LAUTNER

SURVEYOR: JOEL R. ROMNEY

COMPANY & RACCOON VALLEY LAND SURVEYING LLC

RETURN TO: 33235 L AVENUE
ADEL IOWA 50003
PHONE: 515.493.8317

PARCEL 17-19 IN THE SOUTHEAST QUARTER OF THE
SOUTHEAST QUARTER OF SECTION 17 TOWNSHIP 78 NORTH,
RANGE 27 WEST OF THE 5th P.M., DALLAS COUNTY, IOWA,
AS SHOWN IN BOOK 2016 AT PAGE 25903 IN THE OFFICE
OF THE DALLAS COUNTY, IOWA, RECORDER;
EXCEPT,
PARCEL 17-139 IN THE SOUTH HALF OF THE SOUTHEAST
QUARTER OF SAID SECTION 17 TOWNSHIP 78 NORTH,
RANGE 27 WEST OF THE 5th P.M., DALLAS COUNTY, IOWA,
AS SHOWN IN BOOK 2016 AT PAGE 25903 IN THE OFFICE
OF THE DALLAS COUNTY, IOWA, RECORDER

SAID PARCEL BEING SUBJECT TO AND TOGETHER WITH ANY
AND ALL EASEMENTS, COVENANTS AND RESTRICTIONS OF
RECORD.

THIS PLAT HAS AN ERROR CLOSURE OF LESS THAN ONE
FOOT IN TEN THOUSAND FEET AND EACH LOT WITHIN
THIS PLAT HAS AN ERROR CLOSURE OF LESS THAN ONE
FOOT IN FIVE THOUSAND FEET.

ALL MONUMENTS PLACED ARE A 3/4 INCH OUTSIDE
DIAMETER IRON PIPE WITH AN ORANGE PLASTIC
IDENTIFICATION CAP No. 12971 UNLESS OTHERWISE NOTED.

BEARING BASIS IS THE IOWA REAL TIME NETWORK SOUTH ZONE.

- INDICATES PLAT CORNER
FOUND 5/8" IRON ROD WITH
YELLOW PLASTIC CAP #22850
- ◎ INDICATES PLAT CORNER
PLACED 3/4" IRON PIPE WITH
ORANGE PLASTIC CAP #12971
- INDICATES PROPERTY CORNER
FOUND 5/8 INCH IRON ROD
UNLESS OTHERWISE NOTED
- INDICATES LOT CORNER
PLACED 3/4" IRON PIPE WITH
ORANGE PLASTIC CAP #12971
- R INDICATES RECORDED DISTANCE
- M INDICATES MEASURED DISTANCE
- YPC YELLOW PLASTIC ID CAP
- X— INDICATES WIRE FENCE LINE

REPLAT

LOT 5

CLARK

SUBDIVISION

OLD PORTLAND ROAD

NORTHEAST CORNER PARCEL 17-139
S. 1/2-SE. 1/4
SEC. 17 T78N R27W

NORTHEAST CORNER PARCEL 17-19
SE. 1/4-SE. 1/4
SEC. 17 T78N R27W

1
5.50 ACRES INCLUDING
0.27 ACRES FOR PUBLIC
HIGHWAY EASEMENT

2
5.50 ACRES INCLUDING
0.29 ACRES FOR PUBLIC
HIGHWAY EASEMENT

3
6.70 ACRES INCLUDING
0.99 ACRES FOR PUBLIC
HIGHWAY EASEMENT

ADJACENT OWNER:
TYLER CRAIG &
CARMEN K ALEXANDER

ADJACENT OWNER:
DARRYL LYNN &
TONI MARIE BARR

NORTHEAST CORNER PARCEL 17-19
SE. 1/4-SE. 1/4
SEC. 17 T78N R27W

NORTHEAST CORNER SOUTHEAST QUARTER SEC. 17 T78N R27W
FOUND CONCRETE MONUMENT

FOUND 5/8" IR WITH YPC #14674
2.3'N & 2.5'E OF
CALCULATED CORNER

SCALE: 1" = 100'

BAR SCALE

JOEL R

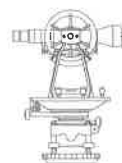
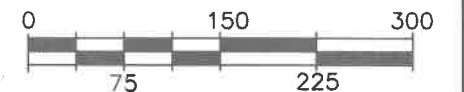


SCALE: 1=150'

ADJACENT OWNER:
DARRYL LYNN &
TONI MARIE BARKER

NORTHEAST CORNER
PARCEL 17-19
SE.1/4-SE.1/4
SEC. 17 T78N R27W

BAR SCALE



Raccoon Valley Land Surveying

33235 L Avenue Adel Iowa 50003 515.493.8317

I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED BY ME AND THE
RELATED WORK WAS PERFORMED UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM
A DULY LICENSED PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.
LICENSE RENEWAL DATE: 31 DECEMBER 2025 PAGES COVERED BY THIS SEAL: THIS PAGE ONLY

SIGNED:

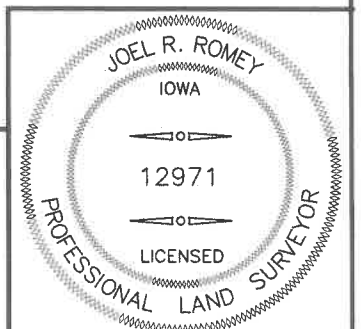
RENEWAL DATE: 31 DECEMBER 2025 PAGES COVERED: 100

PRELIMINARY

DATE: _____

PAGE 1 of 1

PN:25042



Agenda Item #12

Resolution #2025- Amendment to the Professional Service Agreement with Invision Architecture

Submitted for: **ACTION**

Summary:

The City entered into a Professional Services Agreement with INVISION Architecture, LLC on January 13, 2025, for design services related to the Municipal Building Project at 601 Main Street. Amendment No. 2, dated October 31, 2025, provides for additional schematic design services and schedule adjustments. The amendment adds \$12,291.25 to the contract, bringing the total to \$359,791.25, and revises the project timeline to reflect extended design phases and construction completion in June 2027.

Sample Language: ***Motion to approved Resolution #2025–137 Amendment to the Professional Service Agreement with Invision Architecture.***

City Councilmember: _____ **So moved.**

City Councilmember: _____ **Second.**

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

Resolution No. 2025-137

A Resolution Approving Amendment No. 2 to the Professional Services Agreement with Invision Architecture, LLC for the Municipal Building Project

WHEREAS, the City of Van Meter entered into a Professional Services Agreement with INVISION Architecture, LLC on January 13, 2025, for architectural services related to the Municipal Building Project located at 601 Main Street, Van Meter, Iowa; and

WHEREAS, Amendment No. 2, dated October 31, 2025, provides for additional services to extend the schematic design phase by one month and develop a new schematic design incorporating complete demolition of the existing facility in lieu of historic preservation and selective demolition considerations; and

WHEREAS, the amendment includes an additional fee of \$12,291.25, bringing the total compensation to \$359,791.25, and adjusts the project schedule as follows:

- Design Development completion: February 27, 2026
- Construction Documents completion: May 29, 2026
- Bidding and Negotiations completion: July 3, 2026
- Construction commencement: July 2026
- Substantial completion: June 2027

NOW, THEREFORE, BE IT RESOLVED by the City Council of Van Meter, Iowa, that Amendment No. 2 to the Professional Services Agreement with INVISION Architecture, LLC is hereby approved, and the Mayor is authorized to execute said amendment on behalf of the City.

Passed and approved this 8th day of December, 2025.

Joe Herman, Mayor

Attest:

Travis Cooke, City Clerk



AIA® Document G802® – 2017

Amendment to the Professional Services Agreement

PROJECT: *(name and address)*
24117 Van Meter Public Library,
Police Station and Firestation
601 Main Street
Van Meter, IA 50261

AGREEMENT INFORMATION:
Date:
January 13, 2025

AMENDMENT INFORMATION:
Amendment Number:
002
Date:
October 31, 2025

OWNER: *(name and address)*
City of Van Meter
310 Mill Street
Van Meter, IA 50261

ARCHITECT: *(name and address)*
INVISION Architecture, LLC
900 Mulberry St.
Des Moines, IA 50309

The Owner and Architect amend the Agreement as follows:

Additional services to extend schematic design phase by one month and develop a new schematic design, incorporating complete demolition of the existing facility in lieu of historic preservation and selective demolition considerations in the original project description in the City's RFP. Re-design fees included in this amendment cover the time expended beyond our original schematic design documents delivered to the City and the City's third-party estimator on August 20, 2025 through September 23, 2025 - ADD \$12,291.25

The Architect's compensation and schedule shall be adjusted as follows:

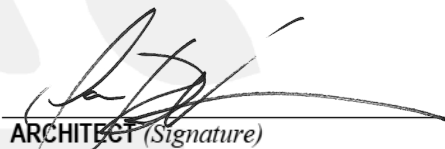
Compensation Adjustment:
ADD \$12,291.25

Fee summary:

Estimated SD-CA Fee (Amendment 01)	\$347,500
Amendment 02	\$12,291.25
Total compensation	\$359,791.25

Schedule Adjustment:

Design Development complete by approximately February 27, 2026
Construction Documents complete by approximately May 29, 2026
Bidding and Negotiations complete by approximately July 3, 2026
Construction commencement approximately July 2026
Substantial completion approximately June 2027


ARCHITECT *(Signature)*

BY: Jason DeVries, AIA, Principal

(Printed name, title, and license number if required)

10.31.25

Date

OWNER *(Signature)*

(Printed name and title)

Date

Agenda Item #13

Resolution #2025-138

Setting Employee Wages for Calendar Year 2026 – Effective January 1, 2026

Submitted for: Discussion and Approval

EMPLOYEE	Title	HOURLY RATE (FY26)	ANNUAL SALARY EFF FY26	COLA 2.8%	HOURLY RATE INCREASE - (NON- COLA)	HOURLY RATE (CY26) January 1, 2026	ANNUAL SALARY EFF CY26
Larain Climer	Deputy City Clerk	\$23.06		.65	\$1.20	\$24.91	\$26.00 p/h
Drew McCombs	PW Director	\$42.50	\$86,393.08	\$1.19	\$1.23	\$44.92	\$93,433.60
Shane Luvaas	PW Laborer	\$28.34		.79			
Spencer Leonard	PW Laborer	\$25.26		.71			
Mike Brown	Police Chief	\$39.42		\$1.10	.73	\$41.25	
Andrew Cooper	Police Officer	\$30.75		.86	.57	\$32.18	
Mark Schmitt	Fire Chief	\$30.41		.85		\$31.60	
Sam Chia	PR Director	\$25.11		.70	.78	\$26.59	

Recommendation: Approval

Sample Language: ***Motion to adopt Resolution #2025-138 as presented.***

City Councilmember: _____ *So moved.*

City Councilmember: _____ *Second.*

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

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

MEMO

To: City Council
From: Liz Faust
cc: Mayor Herman
Date: 12/4/2025
Re: Employee Recognition & Compensation for Larain Climer

Larain Climer, Administrative Clerk – Van Meter

In addition to the recommended 8% increase for cost-of-living adjustment (.65) and merit (\$1.20) the maximum agreed upon by Council, I propose that Larain receive an additional base hourly wage \$1.85 for a total of \$26ph for CY2026. This adjustment reflects the additional responsibilities she took on during the hiring process for a full-time City Clerk and the continued extra work she performs to ensure smooth operations.

Larain is scheduled to receive her Bachelor's degree from Grand View University in December 2025. Historically, the City has acknowledged training and academic achievements with pay increases, and this milestone further demonstrates her commitment to professional growth.

Larain is a valuable asset to both the community and the administrative offices. Her dedication, adaptability, and willingness to take on additional responsibilities have been instrumental in maintaining efficiency and service quality.

Looking Ahead:

Larain's goals should include continuing to leverage her education and experience to enhance administrative processes and support the City's long-term objectives. Additionally, she will begin the Certified Municipal Clerks Academy, which will strengthen her professional expertise and play a key role in succession planning for the City of Van Meter.

Overall, Larain's progress reflects dedication and adaptability, and I look forward to continued success in the coming year.

RESOLUTION #2025-138

“A Resolution to Set Employee Wages for CY2026 Effective January 1, 2026”

WHEREAS, the City of Van Meter values its employees and recognizes the importance of fair and competitive compensation; and

WHEREAS, the Employee Handbook provides that annual performance evaluations shall be conducted and that pay adjustments may include a Cost of Living Allowance (COLA) and merit-based increases based on performance reviews; and

WHEREAS, the City Council desires to set the COLA percentage and merit increase limits for Calendar Year 2026;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VAN METER, IOWA:

1. Cost of Living Allowance (COLA):

- Effective **January 1, 2026**, each eligible employee shall receive a COLA pay increase equal to **2.8%** of their current base salary.

2. Merit-Based Increase:

- Merit increases may be awarded **effective January 1, 2026**, based on satisfactory performance evaluations and recommendations from Department Heads to the City Administrator, subject to City Council approval.
- Merit + COLA increases shall **not exceed 8%** of the employee's current base salary in any given adjustment period.

3. Effective Dates and Administration:

- The City Clerk and City Administrator shall ensure proper implementation of these adjustments and maintain records in accordance with the Employee Handbook.

Passed and approved this 8th day of December 2025 by the City Council of Van Meter, Iowa.

ATTEST:

Joe Herman, Mayor

Travis Cooke, City Clerk

Full Scale	
Rating	% Merit Increase
1	0.00
1.1	0.13
1.2	0.26
1.3	0.39
1.4	0.52
1.5	0.65
1.6	0.78
1.7	0.91
1.8	1.04
1.9	1.17
2	1.30
2.1	1.43
2.2	1.56
2.3	1.69
2.4	1.82
2.5	1.95
2.6	2.08
2.7	2.11
2.8	2.24
2.9	2.37
3	2.60
3.1	2.73
3.2	2.86
3.3	2.99
3.4	3.12
3.5	3.25
3.6	3.38
3.7	3.51
3.8	3.64
3.9	3.77
4	3.90
4.1	4.03
4.2	4.16
4.3	4.29
4.4	4.42
4.5	4.55
4.6	4.68
4.7	4.81
4.8	4.94
4.9	5.07
5	5.20

No Merit for Below Meets	
Rating	% Merit Increase
1	0.00
1.1	0.00
1.2	0.00
1.3	0.00
1.4	0.00
1.5	0.00
1.6	0.00
1.7	0.00
1.8	0.00
1.9	0.00
2	0.00
2.1	0.00
2.2	0.00
2.3	0.00
2.4	0.00
2.5	0.00
2.6	0.00
2.7	0.00
2.8	0.00
2.9	0.00
3	1.00
3.1	1.21
3.2	1.42
3.3	1.63
3.4	1.84
3.5	2.05
3.6	2.26
3.7	2.47
3.8	2.68
3.9	2.89
4	3.10
4.1	3.31
4.2	3.52
4.3	3.73
4.4	3.94
4.5	4.15
4.6	4.36
4.7	4.57
4.8	4.78
4.9	4.99
5	5.20

Agenda Item #14

Discussion and Consideration: IT Network Refresh

Submitted for: Discussion and Consideration

The City of Van Meter seeks to replace aging network equipment at the administration office to improve reliability, security, and management capabilities. Heartland Business Systems, LLC provided a Statement of Work dated November 24, 2025, outlining the scope and cost of \$21,291.19, with an option for a 36-month lease at \$690 per month.

Recommendation:

Sample Language: ***Motion to adopt Resolution #2025-139 Agreement for the Administration Network Refresh Project.***

City Councilmember: _____ *So moved.*

City Councilmember: _____ *Second.*

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

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

RESOLUTION 2025-139

A Resolution approving the Statement of Work and Associated Agreement with Heartland Business Systems, LLC for the Administration Network Refresh Project

WHEREAS, the City of Van Meter seeks to replace aging network equipment at the administration office to improve network reliability, security, and management capabilities; and

WHEREAS, Heartland Business Systems, LLC (HBS) has provided a Statement of Work dated November 24, 2025, outlining the scope of services, deliverables, and associated costs for the Administration Network Refresh project, including installation and configuration of Meraki network equipment, UPS units, and related services; and

WHEREAS, the total project cost is \$21,291.19, with an option for a 36-month lease at \$690 per month, as detailed in the attached quote and lease proposal; and

WHEREAS, the City Council finds that this upgrade is necessary to maintain secure and efficient operations and to support future cloud-based initiatives;

NOW THEREFORE BE IT RESOLVED by the City Council of Van Meter, Iowa, that the Statement of Work and associated agreement with Heartland Business Systems, LLC for the Administration Network Refresh Project are hereby approved, and the Mayor is authorized to execute all necessary documents on behalf of the City.

PASSED AND APPROVED this 8th day of December, 2025.

Joe Herman, Mayor

ATTEST:

Travis Cooke, Clerk

Statement of Work

City of Van Meter

ADMINISTRATION NETWORK REFRESH

SOW Prepared By:

Keri McMahon

Senior Solution Consultant
Heartland Business Systems, LLC
7745 Office Plaza Dr, N Suite 150
West Des Moines, IA, 50266
Phone: (856) 577-3499
kmcmahon@hbs.net

Alex Evans

Systems Engineer
Heartland Business Systems, LLC
9140 W Dodge Rd Suite 200
Omaha, NE 68114
Phone: (402) 501- 6618
aevens@hbs.net



Project Overview

This Statement of Work (“SOW”) reflects the services and material to be provided by Heartland Business Systems, LLC, (hereinafter referred to as “HBS”) for City of Van Meter (hereinafter referred to as “Customer Abrv.” or “Customer”).

The objective of this project is to replace aging network equipment at the City of Van Meter’s administration office. The proposed Meraki equipment stack will provide end-to-end visibility of the overall network health from cloud-based portals. Enabling HBS to deliver a higher quality of service through managed services monitoring capabilities and troubleshooting when issues arise. In addition this equipment being cloud managed allows the City of Van Meter to take the next step toward their environment being full cloud and no longer needing a server or end user device for remote HBS engineers to access network equipment to make configuration changes.

Project Scope

HBS will provide the following services (hereinafter referred to as the “Scope”):

The objectives of the Project are to replace or add network equipment including SonicWall, NetGear switch and TP-Link wireless in the customers network environment while maintaining/supporting industry best practices. Heartland engineers will work with the Customer to develop a network design and working solution to fulfill/meet the customers’ network requirements. During the process, Heartland Engineers will facilitate the unboxing, configuration, deployment and testing of all scoped network equipment. Equipment will be configured to Heartland best practice.

This project is expected to take 2 weeks to complete from the project kick-off. In the event that an extension to the project timeline is required, the parties shall utilize the Change Order process.

In Scope

- Meraki Dashboard
 - Create Meraki Dashboard Organization
 - Claim hardware and licensing using serial numbers or Meraki order number
 - Create required networks in Meraki Dashboard
 - Configure
 - General settings
 - Administration settings
 - Alerts
 - Group policies
 - Users
 - VLAN profiles
- Meraki MX Security appliance – Installation of 2 appliances
 - Planning
 - Review existing firewall configuration and design
 - Plan new VLAN and IP addressing scheme(s), as needed
 - Plan cutover and maintenance window where applicable
 - Review final network design for customer signoff
 - Device Preparation
 - Unbox and stage network equipment



- Connect to Meraki dashboard for staging
- Upgrade firmware to latest recommended version
- Migrate existing firewall configuration to the Meraki MX
 - Interfaces
 - Routes
 - Access rules
 - NAT rules
 - Remote access VPN
 - Site-to-Site VPN
- Configure MX based on Heartland best practice
 - Addressing and VLANs
 - DHCP
 - Firewall Policies
 - Routing
 - Threat Protection
 - Content Filtering
 - Access Control
- Installation
 - Remove existing network equipment as needed from rack
 - Hardware rack and install new network equipment
 - Rack and install any additional supporting hardware such as UPS, cable management
 - Migrate patch cables, fiber uplinks, as needed
 - Cleanup cabling/wiring per Heartland standards
 - Label network equipment and critical cable connections
 - Plan and execute migration from current solution to proposed solution during one after-hours maintenance window (up to two hours).
- Validation
 - Test basic network connectivity
 - Verify uplinks are operational
 - Verify Meraki Cloud reachability
 - Verify the following items:
 - Access rules
 - NAT
 - Threat Protection
 - Content Filtering
 - Routing
 - Troubleshoot and remediate any network issues pertaining to installed equipment, including physical cabling issues, configuration issues on install equipment
 - External Vulnerability Scan on (1) Firewall(s) or Firewall Pairs after migration is completed
- Documentation
 - Document installed equipment
 - Provide documentation spreadsheet of all installed hardware/software systems
 - Provide logical and or physical network diagram as a Visio



- Provide customer with direct knowledge transfer of network implementation including answering questions on configuration
- Meraki Switching
 - Device Preparation
 - Unbox and stage network equipment
 - Connect to Meraki dashboard for staging
 - Upgrade firmware to latest recommended version
 - Migrate existing switch configuration to the Meraki switch(s)
 - VLANs
 - Interfaces
 - Routes
 - Configure Switching based on Heartland best practice
 - Access policies
 - Port profiles
 - Port schedules
 - Switch settings
 - Installation
 - Remove existing network equipment as needed from rack
 - Hardware rack and install new network equipment
 - Rack and install any additional supporting hardware such as UPS, cable management
 - Migrate patch cables, fiber uplinks, as needed
 - Cleanup cabling/wiring per Heartland standards
 - Label network equipment and critical cable connections
 - Plan and execute migration from current solution to proposed solution during one after-hours maintenance window (up to two hours).
 - Validation
 - Test basic network connectivity
 - Verify uplinks are operational
 - Verify network management of installed equipment is functional
 - Troubleshoot and remediate any network issues pertaining to installed equipment, including physical cabling issues, configuration issues on install equipment
 - Documentation
 - Document installed equipment
 - Provide documentation spreadsheet of all installed hardware/software systems
 - Provide logical and or physical network diagram as a Visio
- Meraki Wireless
 - Device Preparation
 - Unbox and stage network equipment
 - Connect to Meraki dashboard for staging
 - Upgrade firmware to latest recommended version
 - Migrate existing wireless configuration to the Meraki switch(s)
 - SSIDs
 - Interfaces/VLANs



- Authentication methods
- Configure Wireless based on Heartland best practice
 - SSIDs
 - Access Control
 - Firewall & traffic shaping
 - Splash page
 - SSID availability
 - IoT radio settings
 - Radio settings
 - Hotspot 2.0
 - Floor plans with AP placements
 - Air Marshal
 - Rogue policy
- Installation
 - Cutover to new access point
 - Plan and execute migration from current solution to proposed solution during one after-hours maintenance window (up to two hours).
- Validation
 - Test basic network connectivity
 - Verify uplinks are operational
 - Verify network management of installed equipment is functional
 - Troubleshoot and remediate any network issues pertaining to installed equipment, including physical cabling issues, configuration issues on install equipment
- Documentation
 - Document installed equipment
 - Provide documentation spreadsheet of all installed hardware/software systems
 - Provide logical and or physical network diagram as a Visio
 - Provide customer with direct knowledge transfer of network implementation including answering questions on configuration

Out of Scope

- Troubleshooting existing network or application issues
- Physical installation of wireless access points to locations above 7 ft high
- Disposal of old network equipment unless explicitly stated in In Scope objectives
- End-point device migration or device IP addressing unless explicitly stated in In Scope objectives
- Reconfiguring existing network devices such as router, switches, firewalls or wireless
- Additional server configuration for services such as DNS, DHCP
- Setup, installation or configuration of Network Management or Network Monitoring
- Project management is not included for this project.



- Any work or material not specifically identified in this document is not included in this Agreement. The out-of-scope items shall include the following: Deployment of any additional equipment not specifically listed in this SOW or Quote for the project.

Additional Requirements and Conditions

- HBS and Customer will both ensure that adequate resources, for which each respective party is responsible, are available when needed throughout the duration of this engagement. The timely completion of this engagement will depend on the availability of the necessary Customer personnel.
- Team McMahon shall provide updates to Customer regarding the project. Team McMahon shall be the Customer's primary contact for any questions regarding billing.
- The timely completion of this engagement will also depend on the availability and delivery of the product(s) associated with this SOW from other vendors. Any shipping and delivery dates are approximate and are not guaranteed and are subject to the current availability of products from third party vendors, production schedules of third party vendors, and supply chain delays and shortages, all of which are outside the control of HBS. Such delays may extend the duration of the project and may result in budget impacts and increased time to manage resources against the estimated product delivery. In the event that a delay may impact the project, the parties shall utilize the change order process in order to address the impacts of such delay.
- Any potential dependencies discovered prior to or during implementation will be communicated to Customer and HBS to determine impact to the timing, scope and pricing for the project, and the parties shall utilize the Change Order process as necessary.

Customer Responsibilities

Site and System(s) Readiness

The items listed below shall be the responsibility of the customer:

- Equipment disposal
- Space for equipment allocated
- Coordination of cutover window (outage)

Working Conditions and Access

The items listed below shall apply to the extent applicable:

- Customer will provide a Single Point of Contact with decision making ability to interface with HBS. This person is responsible for signing off on Scope of Work and Change Order documents throughout the project.
- Customer will provide Subject Matter Experts (SMEs) when required by project personnel and/or project activities. If delays in the project timeline are a result of delayed access to SME personnel or any other Customer delays, Customer may be subject to additional charges.
- Customer will provide HBS with access, including all password and logins, to required existing network or system assets listed in the scope.
- Customer will provide HBS with proper access and workspace areas at Customer locations that includes internet, physical and remote access to in scope infrastructure or systems.
- Customer will allow the HBS engineer to connect their computer to Customer network in order to perform their duties. HBS will allow Customer to examine said notebook for current anti-virus software, if needed.
- Customer will allow HBS unescorted access to computer rooms, equipment closets and the general facility. If unescorted access is not available, Customer shall assign access levels appropriately and coordinate escorts.



- Customer will provide adequate access and credentials required for the assessment of all components or systems listed in the scope.
- Customer will provide remote access prior to, and throughout, the project if required.
- Customer will have working Internet access available where the work will be performed.
- Customer is responsible for resolving problems outside the SOW that are beyond the control of HBS. These shall include but not be limited to software/firmware bugs, vendor engineering support cases, hardware failures, telecommunication circuits, server issues, desktop issues, the acts or omissions of any third party, or any other occurrence not caused by HBS. HBS can assist with these out-of-scope issues through the Change Order process or on a time and materials basis.

Testing, Notification and Change Control

- Customer will provide advanced notification of any network outages or changes during the implementation period.
- Customer will assist with the creation of and perform user acceptance testing and post-migration end-point validations.
- HBS and Customer will provide 48-hour notification of any schedule changes.
- Customer will assist with the design, testing and validation of the project Deliverables .
- Customer and HBS agree that work shall progress when Customer staff is not available to participate.

Deliverables

The following are the deliverables HBS will provide to Customer (hereinafter referred to as “Deliverables”) for this project:

Any change to the Deliverables listed below will require a Change Order.

#	Deliverables
1	Meraki Gateway, switch and access point installed and functional
2	UPS Installed and functional

Estimated Hours

This is an estimate of hours and, by its nature, is a “best guess,” based on industry standards and best practices, HBS’ experience, and Customer’s needs as communicated thus far. HBS used input from its most experienced team members to generate this estimate. The pricing is set forth on the attached Quote.

#	Task	Est Effort (hrs)
1	Meraki Gateway Configuration & Installation – Qty 2	24
2	Meraki Switch Configuration & Installation – Qty 2	10
3	Meraki Access Point Configuration & Installation – Qty 2	8
4	UPS Installation – Qty 2	4
5	Firewall Vulnerability Scan – Qty 2	4
	Total Hours	50



Project Completion

Project will be complete when all Deliverables have been provided to Customer.

Customer will have seven (7) business days to review the Deliverables for the project. If HBS does not receive a written notice of rejection describing the basis for rejection within this period, the Deliverables will be considered accepted.

After the completion of the project, support may be obtained by contacting the HBS Account Manager. Support will be billed at an agreed upon rate for services rendered.

Change Management

Additional products and services beyond the In-Scope deliverables listed above are considered out of scope and require a Change Order executed by the parties before any such work can be performed. Any additions, deletions, or modifications to the Agreement, regardless of change to project value, require a Change Order.

Terms

Binding Agreement. This SOW describes the professional services and/or products, and results to be provided by HBS. Upon execution, this SOW shall be contractually binding on the parties. The HBS Standard Terms and Conditions are also made part of this Agreement.

Order of Precedence. Any ambiguity or inconsistency between or among the statements of this SOW and the Standard Terms and Conditions shall be resolved by giving priority and precedence in the following order:

- Statement of Work
- Standard Terms and Conditions

Work Hours. All professional services work will be completed during the normal business hours of 8:00 am – 5:00 pm Monday - Friday Central Time. Any work occurring after 5:00 pm or before 8:00 am or on weekends is subject to a bill rate of 1.5 times the normal rate, unless the parties agree otherwise in writing. In the event that any change to the above-stated work hours is required, whether due to shipping or delivery delays or any other reason, the parties shall utilize the Change Order process.

General. No other promises have been made related to this SOW except for those stated in this SOW. This SOW supersedes all other agreements or promises related to this project and SOW. HBS shall not be responsible for any delay caused by the Customer or its vendors or contractors, equipment or shipping delays, or any other occurrence not caused by HBS.

Confidentiality. Each party may have access to confidential information concerning the methodologies, pricing, and business practices of the other. Neither party shall make any use of such information of the other party except in connection with the exercise of its rights and responsibilities under this SOW.

City Administration Office - Network Refresh

Quote #357699 v2



Prepared For:

City of Van Meter

 Travis Cooke
 310 Mill Street
 Van Meter, IA 50261

P: (515) 996-2644

 E: tcooke@vanmeteria.gov

Prepared By:

Des Moines Iowa Area Office

 Keri McMahon
 7745 Office Plaza Dr N Suite 150
 West Des Moines, IA 50266

P: (515) 400-8296

 E: kmcmahon@hbs.net

Date Issued:

12.03.2025

Expires:

01.02.2026

Solution		Price	Qty	Ext. Price
Total Cost: \$21,291.19				
Term: 36				
Payment: \$690/mo				
Cisco Meraki				
MX67-HW	Meraki MX67 Router/Security Appliance	\$348.52	2	\$697.04
CON-ROB-MX67HW	RMA UPGRADE 8X5XNBD-Meraki MX67 Router/Security Appliance	\$169.74	2	\$339.48
LIC-MX67-SEC-3YR	Meraki MX67 Advanced Security License and Support, 3YR	\$803.08	2	\$1,606.16
MS130-24P	Meraki MS130-24P Cloud Managed 24GE 370W PoE Switch	\$1,431.66	2	\$2,863.32
CON-ROB-MS13R24P	RMA UPGRADE 8X5XNBD Meraki MS130-24P Cloud Managed 24GE 370W	\$346.86	2	\$693.72
MA-PWR-CORD-US-FR	Meraki AC Power Cord (US Plug)	\$0.00	2	\$0.00
LIC-MS130-24-3Y	Meraki MS130-24 Enterprise License and Support, 3 Year	\$198.06	2	\$396.12
MR36-HW	Meraki MR36 Wi-Fi 6 Indoor AP	\$346.25	2	\$692.50
CON-ROB-MR36WHHW	RMA UPGRADE 8X5XNBD Meraki MR36 Wi-Fi 6 Indoor AP	\$95.94	2	\$191.88
LIC-ENT-3YR	Meraki MR Enterprise License, 3YR	\$252.88	2	\$505.76
Vertiv UPS				
PSI5-1500MT120LIN	Vertiv Liebert PSI5 Lithium-Ion 1500VA Tower w/RDU120 Card 120V	\$1,651.26	2	\$3,302.52
Patch Cables				
ADD-1FSLCAT6-RD	1FT Red Cat6 Slim UTP PVC snagless clear-claw patch cable	\$3.98	4	\$15.92
ADD-7FSLCAT6-RD	7ft Red CAT 6 Slim PVC Ethernet Cable Snagless Clear-Claw RJ-45 M/M - 7 ft Category 6 Network Cable for Network Device - First End: 1 x RJ-45 Network - Male - Second End: 1 x RJ-45 Network - Male - Patch Cable - Unshielded Twisted Pair (UTP) - CM -	\$5.59	3	\$16.77
Engineering Services				
HBS-TM-LABOR	Estimated Engineering Services	\$195.00	46	\$8,970.00

Solution	Price	Qty	Ext. Price
HBS-TM- LABOR Estimated Engineering Services- Cyber Tier 7	\$250.00	4	\$1,000.00
Subtotal			\$21,291.19

Shipping	Price	Qty	Ext. Price
HBS-SHIPPING- PO To be determined: Please note shipping charges may apply and will be added to total price when invoiced	\$0.00	1	\$0.00

Quote Summary	Amount
Solution	\$21,291.19
Total:	\$21,291.19

This quote may not include applicable sales tax, shipping, handling and/or delivery charges. Final applicable sales tax, shipping, handling and/or delivery charges are calculated and applied at invoice. The above prices are for hardware/software only, and do not include delivery, setup or installation by Heartland ("HBS") unless otherwise noted. Installation by HBS is available at our regular hourly rates, or pursuant to a prepaid HBSFlex Agreement. This configuration is presented for convenience only. HBS is not responsible for typographical or other errors/omissions regarding prices or other information. Prices and configurations are subject to change without notice. HBS may modify or cancel this quote if the pricing is impacted by a tariff. A 20% restocking fee will be charged on any returned part. Customer is responsible for all costs associated with return of product and a \$25.00 processing fee. No returns, cancellations or order changes are accepted by HBS without prior written approval. This quote and any attached agreement are not subject to termination without cause or for convenience. This quote expressly limits acceptance to the terms of this quote, and HBS disclaims any additional terms. Customer may issue a purchase order for administrative purposes only. By providing your "E-Signature," you acknowledge that your electronic signature is the legal equivalent of your manual signature, and you warrant that you have express authority to execute this agreement and legally bind your organization to this proposal and all attached documents. Any purchase that the customer makes from HBS is governed by HBS' Standard Terms and Conditions ("ST&Cs") located at <http://www.hbs.net/standard-terms-and-conditions>, which are incorporated herein by reference. The ST&Cs are subject to change. When a new order is placed, the ST&Cs on the above-stated website at that time shall apply. If customer has signed HBS' ST&Cs version 2021.v1.0 or later, or the parties have executed a current master services agreement, the signed agreement shall control over any conflicting terms in the version on the website. If a current master services agreement does not cover the purchase of products, the ST&Cs located on the website shall govern the purchase of products. Certain purchases also require customer to be bound by end user terms and conditions. A list of end user terms and conditions related to various manufacturers and vendors is set forth at <https://www.hbs.net/End-User-Agreements>. Any purchase that customer makes is also governed by the applicable end user terms and conditions, which are incorporated herein by reference. If customer has questions about whether end user terms and conditions apply to a purchase, customer shall contact HBS. Any order(s) that exceeds the credit limit assigned by HBS shall require upfront payment from customer in an amount determined by HBS. HBS shall make this determination at the time of the order, unless customer has previously submitted the required onboarding paperwork. In such event, HBS shall make this determination at the time of quoting. Customer shall ensure that all invoices are timely paid as stated in Section 2 of the ST&Cs, regardless of whether Customer has a financing or leasing company or other third-party issue the purchase order. In the event that a third-party issues the purchase order, Customer shall be required to sign this Quote for purposes of approving the order. QT.2024.v2.0

Acceptance			
Des Moines Iowa Area Office		City of Van Meter	
Keri McMahon			
Signature / Name		Signature / Name	Initials
12/03/2025			
Date		Date	



Lease Proposal

December 3, 2025

Lessee

City of Van Meter
310 Mill Street
Van Meter, IA 50261

Lessor

Vantage Financial, LLC
14525 MN-7 Suite 245
Minnetonka, MN 55345

Equipment Description	Total Estimated Equipment Cost	Term	Monthly Payment
Meraki Network Refresh – 3YR Licensing – Professional Services – Quote# 357699 v2	\$21,291.19	36	\$690.00

Flex Lease:

Lessee may add, substitute, or delete equipment at any time during the lease term.

Anticipated Delivery

During the installation period, rent will be charged only on the Equipment accepted by Lessee. Once all of the Equipment is installed and accepted, the lease schedule will commence.

Fees

Lessor will not charge any documentation, administration, or legal fees.

End of Lease Options

At the end of the lease term, Lessee may purchase for \$1.

Contingencies

This proposal and the Lease Agreement are subject to final credit, equipment, and pricing approval by Lessor. This proposal is not intended to address all the legal matters relating to the lease. The lease documentation will represent the final legal agreement and will include non-appropriation language.

Proposal Expiration:

12/31/2025

We appreciate your consideration of Vantage Financial and look forward to partnering with you. Please do not hesitate to reach out to me directly with any questions regarding this proposal.

Sincerely,

Chris Bogie

Customer Signature: _____

Title: _____

Date: _____

Chris Bogie | Mobile: 651-341-7028 | Office: 952-232-4664 | cbogie@vantagefncl.com
Vantage Financial | 14525 MN-7 Suite 245 | Minnetonka, MN
55345 | www.vantagefncl.com

Agenda Item #15

Approval of Van Meter Park System Plan

Submitted for: Discussion and Consideration

The City of Van Meter has completed the development of the Van Meter Park System Plan, a strategic blueprint guiding the enhancement and expansion of parks, trails, and recreational amenities for the next decade and beyond. This plan reflects community input, demographic trends, and best practices for sustainable growth, ensuring equitable access to high-quality outdoor spaces for all residents.

Recommendation: Approval

Sample Language: ***Motion to approve the Van Meter Park System Plan as presented.***

City Councilmember: _____ So moved.

City Councilmember: _____ Second.

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

City Clerk: Akers_____ Brott_____ Grolmus_____ Pelz_____ Westfall_____

Van Meter

Park System Plan

December 2025



Acknowledgments

Parks & Recreation Board

Rhonda Baldwin
Member

Lisa Benton
Member

Amber Bowen
Member

Rona Jacobs
Member

Janice Miller
Member

Brooks Newton
Member

Project Steering Committee

Sam Chia
Parks & Recreation Director

Joe Herman
Mayor

Liz Faust
City Administrator

Brooks Newton
Parks & Recreation Board Member

Lisa Benton
Parks & Recreation Board Member

Joel Akers
City Council Member

Blake Grolmus
City Council Member

Residents of Van Meter

This Park System Plan could not have been developed without the thoughtful input and feedback of the community. Thank you to all who took time to engage through the online survey and in-person engagement events!

City Staff

Sam Chia
Parks & Recreation Director

Liz Faust
City Administrator

Drew McCombs
Public Works Director

City Council

Joe Herman
Mayor

Travis Brott
Mayor Pro Tem

Joel Akers
Council Member

Blake Grolmus
Council Member

Quin Pelz
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Payton Anson
Landscape Designer

Aus Perez
Landscape Designer

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Darin Barr
President



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Van Meter
tradition with a vision



Executive Summary

As Van Meter continues to grow and evolve, a thoughtful, forward-thinking approach to the expansion and maintenance of park and recreation amenities is essential. The Park System Plan serves as a strategic blueprint to guide the development, enhancement, and stewardship of Van Meter's parks, trails, open spaces, and recreational facilities for the next decade and beyond.

Park system plans are essential tools for communities like Van Meter. They provide a clear vision rooted in community values, demographic trends, and environmental stewardship. This plan is not just a planning document, but a living guide intended to help city leaders, staff, and residents make informed decisions about land use, capital investments, and programming priorities.

It ensures that as Van Meter grows, it does so in a way that preserves its small-town charm while expanding access to high-quality recreational opportunities for all.

Through robust community engagement, data analysis, and best practices for park planning, this plan identifies current needs, anticipates future demands, and outlines actionable strategies to create a more connected, inclusive, and sustainable park system. Whether it's enhancing neighborhood parks, expanding trail networks, or introducing new amenities, this plan is designed to support the health, well-being, and quality of life for every Van Meter resident.

Introduction

Together, we are laying the foundation for a park system that reflects the spirit of Van Meter—welcoming, active, and ready for the future. The following project goals set the tone for the development of this document:

Project Goals

01. Engage the Community

Create opportunities for inclusive public collaboration to ensure the park system reflects the values and priorities of Van Meter residents.



02. Expand and Enhance Park Access

Ensure that all residents have safe, well-maintained parks and recreational facilities, regardless of age, ability, or neighborhood.



03. Support a Growing and Diverse Population

Plan for future parkland and amenities that reflect the needs of a changing community, including families, seniors, and youth.



04. Strengthen Community Connections

Develop a connected system of parks, trails, and open spaces that foster social interaction, community pride, and a strong sense of place.



05. Promote Health and Wellness

Encourage active lifestyles by providing diverse recreational opportunities such as sports fields, walking trails, playgrounds, and fitness areas.



06. Preserve Natural Resources and Open Space

Protect and enhance Van Meter's landscapes and ecological features through sustainable design and conservation practices.



07. Foster Economic and Community Development

Leverage parks and recreation as catalysts for economic vitality, tourism, and neighborhood revitalization.



08. Ensure Financial Sustainability

Develop responsible implementation strategies that align with the city's budget, staffing, and long-term maintenance capabilities.



The Plan & Process

This plan is a practical tool for the city to evaluate park improvements, develop realistic budgets, and align resources to enhance the park system. With steady and increasing growth, the city's park system must evolve—not only in physical assets but also in operations and processes. Establishing operational standards, maintenance schedules, program evaluation, and budgeting are essential topics addressed through collaboration among city staff, stakeholders, and the community during the plan's preparation. In addition to physical improvements, the plan guides the park department's operations and clarifies the Parks and Recreation Board's oversight role.

Development of this plan is rooted in community input and considers both quantitative and qualitative aspects of the park system. The following steps outline how the plan was developed:

01

Information Gathering

Inventory of existing park and trail amenities and assessment of current conditions and site features.

02

Public Outreach

Use in-person and online tools to gather feedback on current park amenities and programming, as well as ideas for the future.

03

Analysis

Review existing conditions, related planning studies, National Recreation and Park Association (NRPA) metrics, and public input to identify improvement strategies.

04

Improvement Recommendations

Develop system-wide and location-specific recommendations, with budgetary cost estimates for capital planning and implementation.

05

Review, Refinement and Adoption

Compile, review, and refine the plan with city and steering committee input, then present to the city council for adoption.

How to Use the Plan

This document provides clear, flexible strategies for implementation. While recommendations are scheduled over a certain timeframe, the plan allows for adjustments based on funding opportunities, partnerships, and community needs. The goal is continual progress, proactive maintenance, responsive procedures, and sustainable growth of the park system for Van Meter residents.

Plan Organization

The Park System Plan is organized into the following chapters, each addressing a key aspect of Van Meter's parks and recreation future:

01: Executive Summary

- A concise overview of the plan's development, goals, and key recommendations.

02: Community Background

- An overview of Van Meter's demographics and insights from previous planning efforts, most notably the Vision Van Meter 2040 Comprehensive Plan.

03: Existing Conditions and Needs Assessment

- Provides an overview of existing parks, trails and open spaces and their current condition
- Highlights issues with the park and trail system and discusses opportunities for improvement.

04: Parks and Recreation Trends

- Review of regional and national trends and participation rates to inform facility and amenity planning for Van Meter's future.

05: Recommendations and Implementation

- Clearly defined next steps, including recommended strategies, cost estimates, and anticipated timelines based on the community's priorities.

Vision & Guiding Principles

Van Meter is a great place to call home for people of all ages and abilities, with a top-ranked school district and a strong sense of small-town pride. As the city's population grows and infrastructure ages, this plan provides a proactive approach to maintaining quality outdoor amenities and attracting new residents. The following guiding principles inform every recommendation and investment:

Enrich the Park System

Elevate user experience with diverse amenities, natural features, and opportunities for social engagement; enhance ecological value; and create inclusive, accessible public spaces that support health and community.

Access and Connect

Remove barriers to parks and open spaces, connect them with neighborhoods, schools, and destinations, and plan for new connections as the city grows.

Maintain and Sustain

Foster safety and pride through regular maintenance, encourage community and partner involvement, and plan for the future through capital planning and fundraising.



Courtesy of City of Van Meter

Introduction to Improvement Strategies

Nearly 50 improvement strategies were identified and carefully evaluated with community priorities in mind. Through a priority-setting exercise completed by the steering committee, the top 20 strategies were selected and are summarized below, refer to Section 5 – Recommendations and Implementation for more detail on plan recommendations, timing and budget estimates.

Top 20 Recommendations

Priority Ranking	Park / Facility	Recommendation Type	Improvement Strategy / Description	Cost Magnitude
1	General / System-Wide	Operations	Develop and implement 5-Year Park Department budget and Capital Improvement Plan	\$
2	Recreation Complex	Facility	Rehabilitate athletic field turfgrass with consistent annual maintenance program including regular watering, fertilizer and herbicide applications, aerating, topdressing and over-seeding.	\$\$
3	Trails and Connectivity	Operations	Conduct sidewalk gap and walkability assessment and establish bi-annual (every 2 years) replacement/infill project.	\$\$
4	General / System-Wide	Facility	Develop new park in Grand Ridge Estates subdivision	\$\$\$
5	General / System-Wide	Policy/Code	Amend parkland dedication in City Code to ensure future parkland is established as city grows	\$
6	General / System-Wide	Facility	Acquire land for new recreation complex	\$\$\$
7	Johnson Park	Facility	Install picnic shelter adjacent parking lot	\$\$
8	Johnson Park	Operations	Monitor tree and vegetation health and actively manage invasive species	\$
9	Trindle Park (DCCB)	Facility	Connect trail access to school detention pond.	\$
10	Trails and Connectivity	Connectivity	Create accessible sidewalk connections into all Van Meter parks and incorporate sidewalk and trail routes within future parks.	\$\$\$\$
11	General / System-Wide	Communications	Create annual funding campaign and sponsorship program which indicates opportunities for donations and sponsorships for events and at facilities	\$
12	Recreation Complex	Facility	Update ballfields with skinned infields, moveable pitching mounds, and multiple baselines to function as more multi-purpose fields.	\$\$\$
13	Johnson Park	Facility	Install park map that indicates the different opportunities amenities that exist in the park including the disc golf course map, play areas and natural features.	\$
14	Memorial Park	Facility	Plant shade trees along walks and gathering spaces but not impact park functions	\$
15	Trindle Park (DCCB)	Facility	Pedestrian access into the park and to amenities.	\$\$
16	General / System-Wide	Operations	Re-evaluate/adjust recreation programming fees and establish schedule for adjusting fees in the future	\$
17	Memorial Park	Facility	Install portable toilet enclosure	\$
18	Trails and Connectivity	Policy/Code	Preserve natural drainage features and greenways for establishing trail connections between subdivisions and neighborhoods.	\$
19	Johnson Park	Facility	Replace drinking fountain (currently inoperable)	\$
20	General / System-Wide	Facility	Acquire/identify land for pickleball, tennis and basketball facility	\$\$



Yoga in the Park - City Facebook Page



Community Background

Residing along the Raccoon River in Dallas County, Van Meter, Iowa, is a growing community that blends small-town charm with proximity to the Des Moines metropolitan area. Known for its strong sense of community, excellent schools, and scenic surroundings, Van Meter is increasingly attracting families and professionals seeking a high quality of life in a peaceful yet connected setting. Located just about 20 miles west of downtown Des Moines, Van Meter enjoys convenient access to the larger city's employment centers, cultural attractions, and shopping districts. This close relationship means residents can easily commute for work, attend major events, or take advantage of the wide range of services and entertainment options available in the metro area.

However, as a smaller community, Van Meter itself offers a quieter pace of life and a more intimate atmosphere, which many families and professionals find appealing. While the town has excellent schools and a strong sense of community, its limited recreational amenities—such as fewer parks, restaurants, and entertainment venues compared to larger cities—can make residents more reliant on nearby Des Moines for leisure and social activities. This dynamic fosters a unique lifestyle: residents benefit from the tranquility and safety of a small town, while the amenities and opportunities of a major metropolitan area remain easily accessible, enhancing the overall quality of life in Van Meter.

The city's ongoing growth highlights its appeal as a peaceful yet connected setting. As Van Meter continues to expand, thoughtful planning and collaboration with the Des Moines metro will be important to balance the community's needs and preserve its distinctive character.

As Van Meter continues to expand, it is essential for the city to prioritize the maintenance of its existing parks while also thoughtfully planning for new green spaces to serve growing neighborhoods. With an increasing population and new developments on the horizon, the need for accessible parks, enhanced trail connections, and a greater variety of recreational amenities becomes even more important. By investing in both the upkeep of current facilities and the strategic creation of new ones, the city can ensure that residents of all ages and backgrounds enjoy a high quality of life and ample opportunities for outdoor recreation as the community evolves.



City Hall



Recreation Complex



Johnson Park

Demographics

As of 2025, Van Meter has an estimated population of 1,880, reflecting a robust growth rate of 4.33% annually and a 26% increase since the 2020 Census. This growth underscores the city's appeal and the importance of proactive planning to meet the evolving needs of its residents.

Van Meter's population is predominantly family-oriented, with a high rate of homeownership and a strong local school district that serves as a cornerstone of the community. The city's demographic profile reflects a relatively young, affluent, and engaged population—factors that are critical in shaping the future of its parks and recreation system.

As Van Meter continues to grow, this Plan will serve as a vital tool to ensure that the city's green spaces, recreational amenities, and natural resources evolve in step with the community's needs and aspirations.

Median Age

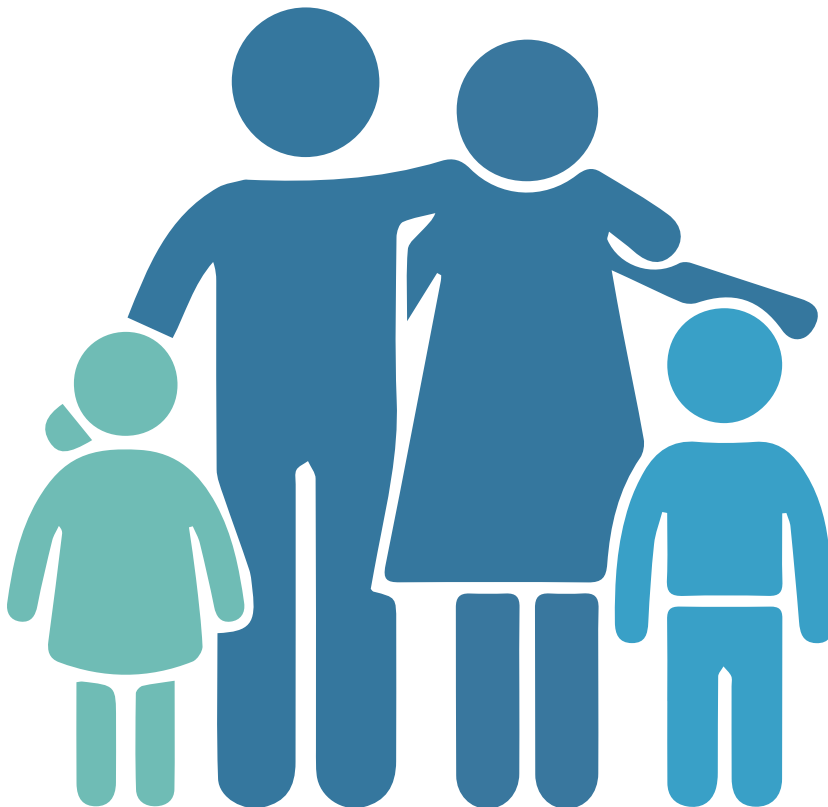
- 35.8 years (37.2 for males, 34.7 for females)

Racial Composition

- White: **96.4%**
- Two or more races: **1.7%**
- Black or African American: **0.95%**
- Asian: **0.82%**
- Native American: **0.14%**

Incomes

- Median Household Income: **\$133,750**
- Per Capita Income: **\$65,769**
- Poverty Rate: **3.16%**



Demographic Key Findings

The project team evaluated the demographics of the City of Van Meter and the Van Meter Community School District. In rural communities like Van Meter, school district boundaries are often much larger than the City. And the school district boundaries are often reflective of who uses City services, like parks and recreation. In the case of Van Meter the population more than doubles in comparing the City to the School District, which in turn creates a higher demand for programs and facilities. The demographics of a community can also impact rates of participation for programs and ability to pay for programs and facilities.

Summary of findings:

- The population within the City of Van Meter (1,880) and the School District (3,897) is small. As such, the community will need to be judicious with their future investments, and subsequently their ability to support and maintain those investments.
- **The median age in the City and School District is lower than the state and national figures. This points to the presence of families with young children, which are significant participants in parks and recreation programming and facility users.** This is further emphasized in that 43.5% (City) and 41.4% (School District) of households have children present, which is more than 50% higher than the state. While these are significant users, programming is typically multi-generational, and to that end 30.8% of the population in the School District are age 55+.

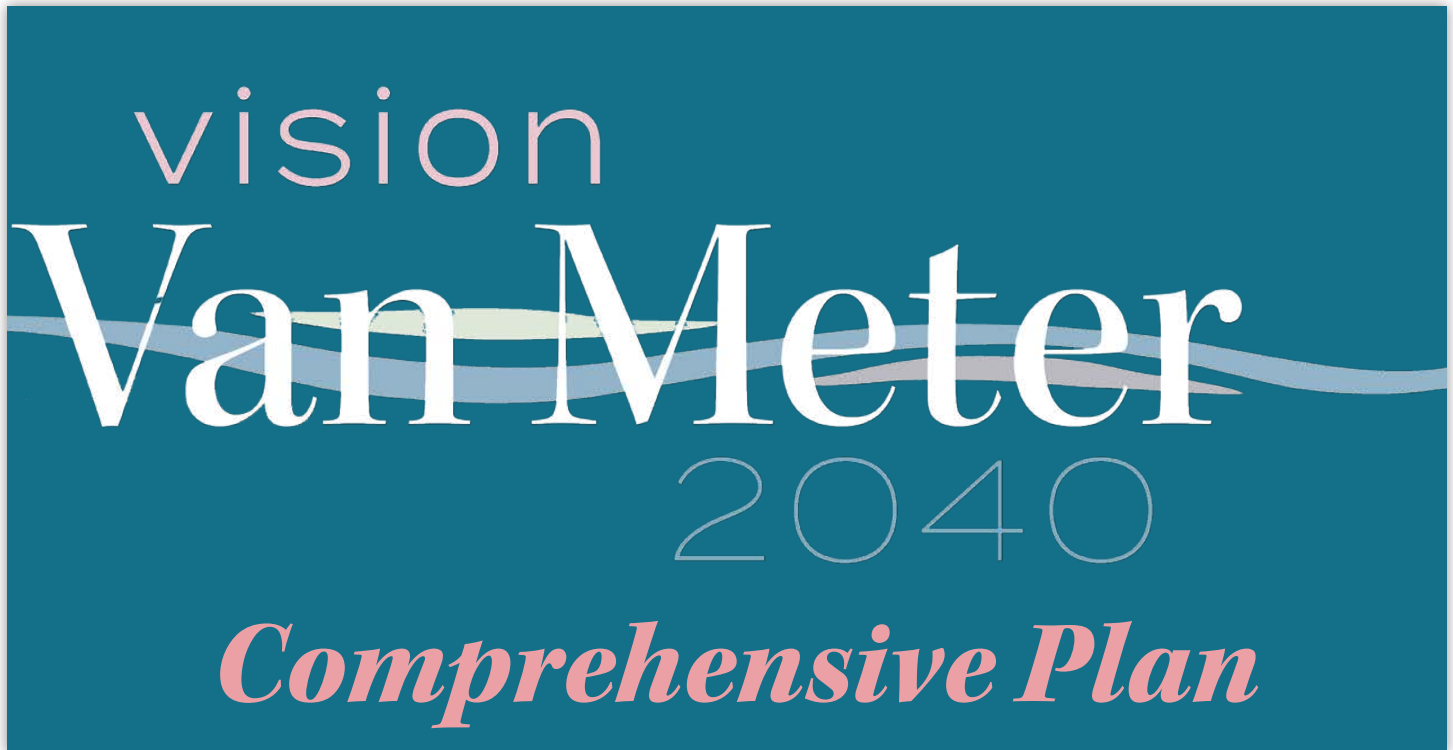
- **Both the City and the School District have a significantly greater median household income compared to the state and nation. A higher median household income typically suggests an ability to pay to participate in programs and use facilities.** Balanced with the cost of living in both services areas, this is an accurate statement.
- **The vacancies for housing in the School District are less than 6%. Based on similar studies the project team has completed, this points to a stable housing market, which can correlate to consistent participation and usage of parks and recreation programs and facilities.**

Based on the demographic analysis of the City and School District, the only obstacle is the total population. The other demographic indicators of age, income, cost of living, and spending point to a community that will embrace parks and recreation programs and facilities.

The City will need to be judicious in their future investments, but if they listen carefully to their residents and their needs, programs and facilities will be heavily used by a wide range of age groups.

Recent Planning Efforts

The Vision Van Meter 2040 Comprehensive Plan, adopted in November 2020, serves as a strategic framework guiding the City of Van Meter's growth and development through the year 2040. This long-range plan was developed through a robust public engagement process and is designed to reflect the community's values, aspirations, and priorities—including the enhancement of parks, trails, and open space.



Note: Vision Van Meter 2040 Comprehensive Plan - <https://vmmedia-evekdpgaayhzbxfe.a03.azurefd.net/media/VisionVanMeter2040FinalSmall.pdf>

A central theme of the plan is managed growth that preserves Van Meter's small-town character while accommodating increasing development pressures from the expanding Des Moines metro area. The plan establishes a planning boundary that is intentionally larger than anticipated growth needs, allowing flexibility in land use decisions and protecting agricultural lands and natural areas from incompatible development.

The Parks & Recreation chapter of the plan outlines a vision for a connected and accessible system of parks, trails, and open spaces that supports recreation, wellness, and environmental stewardship. It identifies existing assets and gaps in the system and proposes strategies to improve connectivity, expand recreational offerings, and enhance natural resource conservation.

2040 Comprehensive Plan Goals - For Parks & Trails



Developing multi-use trails that link neighborhoods, schools, and regional destinations.



Preserving and enhancing natural corridors along the Raccoon River and other ecological features.



Investing in park improvements that reflect community needs, such as playgrounds, sports fields, and gathering spaces.



Promoting green infrastructure and sustainable design in park development.

The plan also integrates parks and open space into broader land use and infrastructure planning. For example, the Future Land Use Plan designates areas for park expansion and trail development, ensuring that recreational amenities grow alongside residential and commercial areas. The Transportation chapter supports active transportation by recommending pedestrian and bicycle infrastructure that complements the trail system.

Public input played a vital role in shaping the plan's goals and action items. Residents expressed strong support for maintaining access to nature, expanding recreational opportunities, and creating safe, walkable connections throughout the city. These priorities are reflected in the plan's implementation strategies, which include partnerships with regional agencies, phased capital improvements, and ongoing community engagement.

Key Growth Impacts on Trails in Van Meter's 2040 Plan

1. Population Growth and Residential Expansion

Van Meter anticipates significant population growth over the next two decades, driven by its proximity to the Des Moines metro and appeal as a small-town community. As new residential neighborhoods are developed, the plan emphasizes the need to integrate trail connections into subdivision layouts. This ensures that future residents have safe, walkable access to parks, schools, and downtown amenities.

2. Trail Connectivity and Regional Integration

The plan identifies opportunities to connect Van Meter's trail system to regional networks, and county-level greenways. Growth in surrounding communities and increased interest in regional recreation make these connections vital for tourism, economic development, and active transportation.

3. Mixed-Use and Commercial Development

As Van Meter grows its commercial base, the plan calls for multi-modal infrastructure that includes trails and bike paths. These trails are intended to support walkable commercial areas enhancing the livability and sustainability of new development areas.

4. Preservation of Natural Corridors

Growth pressures could threaten natural areas along the Raccoon River and other ecological corridors. The plan proposes using trails as a tool for conservation and education, by aligning them with riparian zones and floodplains. This approach helps protect sensitive habitats while providing recreational and interpretive opportunities.

5. School and Park Access

With anticipated school expansions and new park facilities, the plan prioritizes safe routes to schools and parks via trails. This includes off-street paths and sidewalk improvements that connect neighborhoods to key community destinations, supporting youth mobility and family-friendly infrastructure.

6. Phased Implementation and Funding

Recognizing that trail development must align with growth, the plan outlines a phased approach to trail expansion. It encourages leveraging development agreements, grants, and regional partnerships to fund trail segments as new areas are built out.

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Memorial Park

3

Existing Conditions & Needs Assessment

This chapter of the Park System Plan provides a comprehensive snapshot of Van Meter's current parks and recreation system, serving as the foundation for future planning. This assessment includes an inventory and analysis of all public parks, open spaces, trails, and recreational facilities within the city. It evaluates the size, location, condition, and amenities of each site, as well as their accessibility and connectivity to surrounding neighborhoods.

The analysis also considers operational aspects such as maintenance practices, staffing levels, programming offerings,

and budget allocations. In addition, it identifies strengths, as well as challenges, including gaps in service coverage, aging infrastructure, and limited trail connectivity.

By understanding what currently exists and how it functions, this chapter sets the stage for identifying opportunities for improvement and growth. It ensures that future investments are grounded in a clear understanding of Van Meter's assets, limitations, and community needs.

The Park & Trail System

Van Meter's park system encompasses four parks, comprised of either neighborhood parks that primarily serve adjacent residential areas or larger community-scale parks such as Johnson Park and the Recreation Complex, which provide a wider array of amenities for the broader community.

Reflecting the characteristics of many communities with modest populations and limited commercial tax bases, Van Meter's parks have been developed through the resourcefulness and collaboration of local residents. Despite constrained resources, the community has successfully established new parks, such as Memorial Park, and procured updated equipment and amenities. However, increased utilization resulting from community growth has led to deferred maintenance and the deterioration of certain park features.

With ongoing residential expansion, it is essential to prioritize both the development of new parks to serve emerging neighborhoods and continued investment in existing facilities. To mitigate the financial demands of new park establishment, enforcing the city's parkland dedication ordinance and, when appropriate, accepting cash in-lieu of land will contribute to funding these initiatives.

Although Van Meter currently lacks an extensive trail system, significant progress is being made toward connecting new residential developments with the greater community via newly planned trails. The city's gently rolling topography adds unique character to the landscape but also introduces planning challenges that can affect connectivity for trails and sidewalks.

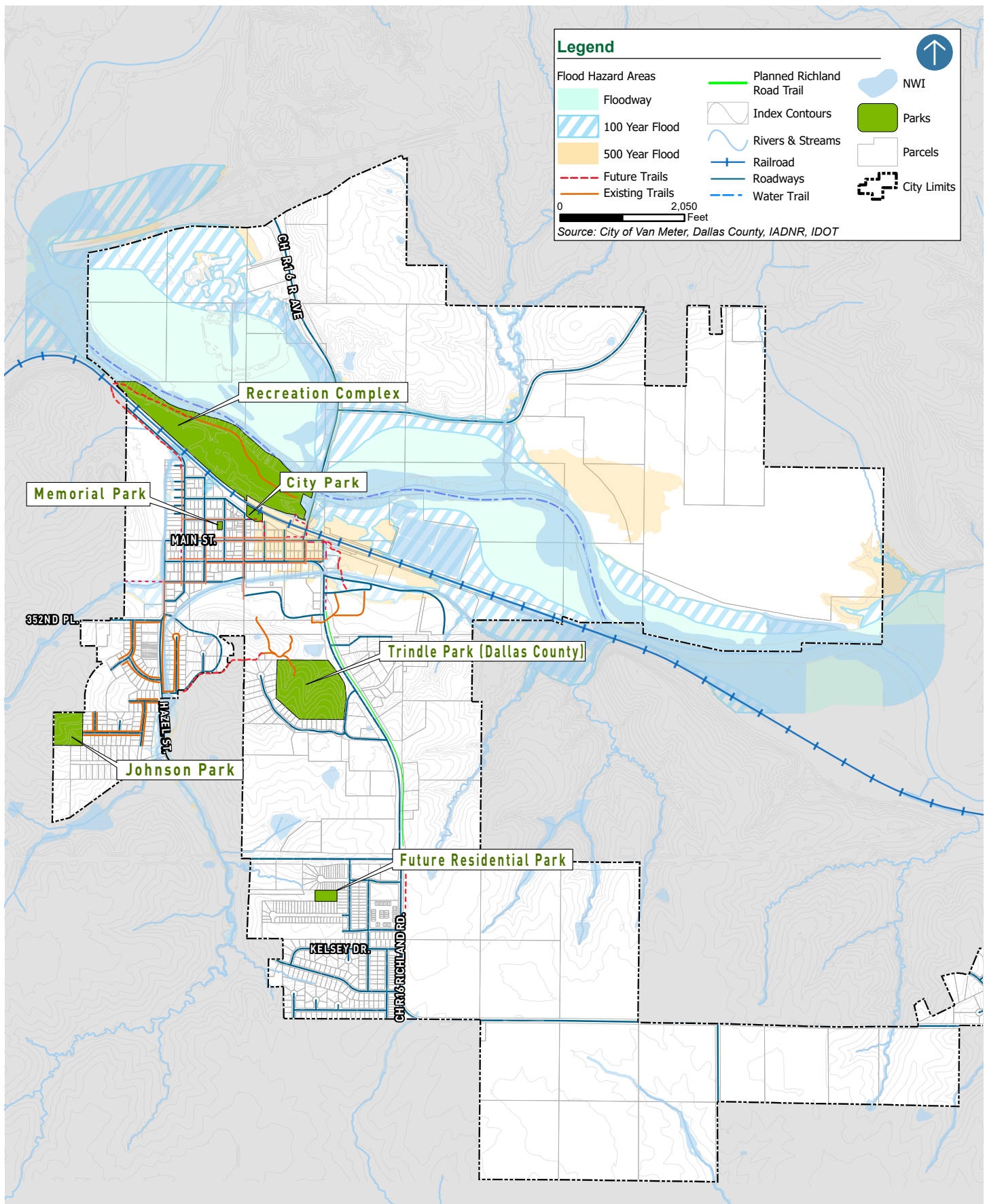


Raccoon River Days - Pop Up Event



As Van Meter grows, strategic use of natural drainage areas to create greenways and thoughtful corridor planning will be critical to supporting future trail development throughout the community.

The following pages in this section describe the existing conditions of the park system and examines the current Level of Service (LOS) provided by the parks and amenities throughout the community. This section also presents the outcomes of the community input process completed for the development of the plan. Evaluation of both the existing conditions and community input, help guide the community needs assessment and ultimately the recommendations resulting from this study.



Park and Trail Map

Park Inventory

Site Visit

Visiting Van Meter’s city parks provided valuable insight into both site-specific and system-wide needs. At the individual park level, observations highlighted opportunities such as improving shade and maintenance strategies at Memorial Park, enhancing ADA accessibility and vegetation diversity at Johnson Park, and addressing athletic field conditions and trail access throughout the community.

Aging park infrastructure and the need for annual maintenance strategies is evident at the Recreation Complex. Increasing demands on this facility can be seen throughout the park. Collectively, these visits revealed broader priorities for the park system, including creating inclusive and accessible spaces, diversifying landscaping for sustainability, strengthening trail networks for connectivity, and planning for future growth as community use and adjacent development increases.

Park Inventory Database

Documenting each park’s amenities and their quality in an inventory database provides the city with a centralized compilation of park features and assets throughout the community. This approach allows staff to track individual features—such as playgrounds, trails, and seating—as well as monitor overall system conditions, enabling data-driven decisions on where to prioritize improvements year over year. By having a clear record of current conditions and quality ratings, the city can strategically allocate resources, plan upgrades, and ensure equitable enhancements across all parks, ultimately improving efficiency and transparency in park management.

Key Takeaways

- **Accessibility and Inclusivity:** Prioritize ADA-compliant routes and features across parks to ensure all residents can participate.
- **Facility Expansion:** Add new amenities and expand existing facilities to meet the demands of rapid population growth and increased park usage.
- **Connectivity and Amenities:** Improve trail networks and upgrade essential features like shade structures and drinking fountains for better user experience.
- **Data-Driven Planning:** Leverage the online inventory system to track amenity quality and guide strategic, equitable improvements year over year.

Individual Park Summaries

Johnson Park

Johnson Park is a scenic and well-used community park, particularly popular for its challenging disc golf course with significant topography. The park offers room for expansion on the upper level, where improving ADA accessibility is a key opportunity. While the park is visually appealing, its vegetation could be more diverse. Removing invasive species and maintaining native trees and other vegetation communities, will enhance the ecology of the park. Additional improvements include replacing the drinking fountain, creating trails for better connectivity, and adding amenities near the parking area will expand the usage and appeal of the park to a broader audience.



Key Takeaways

- Accessibility Upgrades: Adding ADA-compliant routes to the upper level is essential for inclusivity and usability.
- Vegetation Management: Increase plant diversity and management of invasive species to promote ecological diversity.
- Connectivity & Amenities: Develop trails for better access and repair the drinking fountain to improve visitor experience.
- Future Growth Planning: Replace park features as they reach the end of their usable life cycle and consider adding amenities closer to the parking/access.

Amenities/Features

Bike Racks + Litter Receptacles



Shelter + Seating



Playground



Disc Golf Course



Individual Park Summaries

Memorial Park

Memorial Park is a relatively new community space, established as a neighborhood gathering space and commemorates an active community member. The park serves both neighborhood recreation needs but also accommodates small community events. While the park is active and well-used, it lacks adequate shade, making the addition of shade trees a key improvement opportunity. Maintenance is currently challenging due to heavy use, particularly in preserving lawn health and managing the loose playground surfacing.



Key Takeaways

- Shade Improvements: Add shade trees or structures to enhance comfort for visitors during concerts and playtime.
- Maintenance Simplification: Replace high-maintenance areas with low-maintenance grasses or groundcover.
- Visitor Comfort: Consider seating and shaded gathering areas to support events and frequent family use.
- Future Growth: Plan for sustainable landscaping that accommodates continued community use and minimizes upkeep costs.

Amenities/Features

Open Lawn



Playground



Seating



Memorial



Individual Park Summaries

Recreation Complex

The Van Meter Recreation Complex is a vital community asset that currently supports active recreation activities such as softball, baseball, and soccer. However, the existing fields and facilities are under significant strain due to years of deferred maintenance and increased user demand. Key challenges include limited field capacity and conditions, outdated infrastructure, and insufficient amenities such as restrooms and accessible routes.



Key Takeaways

- High community usage of existing softball, baseball, and soccer fields.
- Facilities are strained due to rapid population growth and increased demand.
- Infrastructure upgrades needed, including restrooms, equipment, and signage.
- Opportunity to enhance amenities such as shaded areas, water stations, and inclusive play zones.
- Trail connectivity improvements would link the complex to other city assets and promote walkability.
- Potential for long-term sustainability through strategic planning and investment.

Amenities/Features

Softball + Baseball Fields



Playground & Portable Toilet



Soccer Fields



Shelter



Individual Park Summaries

City Park

Van Meter's City Park is a unique mini park that primarily serves visitors from the adjacent library. Planned civic improvements—including a new library, fire station, and police facility—create an opportunity to reposition the park as a central community destination. Key considerations include modernizing play areas with unique features, improving roadway access through an extension of Grant Street, repurposing existing municipal buildings for parking, and enhancing connectivity to nearby amenities such as Memorial Park. These upgrades would transform City Park into a more vibrant, accessible, and integrated part of Van Meter's growing civic core.



Key Takeaways

- Underutilized and outdated, mainly serving library visitors with limited play features. Major civic upgrades planned nearby (new library, fire, and police facilities) create redevelopment opportunities.
- Potential to repurpose existing municipal buildings for parking after new facilities are built.
- Improve connectivity and access, including extending Grant Street for better integration.
- Opportunity to add unique, modern play elements to attract broader community use.

Amenities/Features

Slide and Swings



Merry-go-round



Seating



Donation Bin



Park Inventory - By the Numbers

The park inventory data collected provides a comprehensive snapshot of existing recreational assets across all parks in the community. Each park was assessed for its location, acreage, and amenities, including ballfields, courts, trails, community gardens, open-air shelters, kiosks, restrooms, dog parks, drinking fountains, pools, signage, playground equipment, and specialized facilities such as tennis, pickleball, and volleyball courts. This detailed inventory establishes a clear baseline of current resources and their distribution, identifying strengths and gaps within the system.

This information is critical for benchmarking Van Meter's park system against trends in similarly sized communities. By comparing inventory data to regional and national standards, planners can project future needs based on population growth, demographic shifts, and recreational trends. Such analysis ensures that enhancements to existing parks and the development of new facilities align with community expectations and best practices, supporting a sustainable and equitable approach to park system growth.

Notable gaps or what might be considered weaknesses in the current park inventory include:

Pickleball Courts - Pickleball continues to be the fastest growing sport in parks nationwide.

Basketball Courts - Interest and demand for basketball, especially in parks is strong and is the type of amenity that doesn't require a lot of equipment and can be enjoyed by many people of different ages and abilities.

Splash Pads / Spraygrounds - While these amenities come with considerable upfront and life cycle costs, they are still a lower cost aquatic amenity that are extremely popular in all communities and even more so in communities without pools and other aquatic amenities.

Open Air Shelters - With only one shelter at Johnson Park, additional shelters at each park should be considered in the future.

Basic Site Furnishings - It is important to consider benches, bike racks and litter receptacles in all parks. Shade structures also go a long way to promoting more use.

Park Inventory Data

		Acres	Ballfields (Baseball and Softball)	Full Basketball Court	Half Basketball Court	Bike Racks/Repair Station	Bike/Walk Trail	Community Gardens
PARKS	LOCATION							
City Park	505 Grant St, Van Meter, IA	0.3						
Johnson Park	320 Division Ave, Van Meter, IA 50261	6.2					1	
Memorial Park	Intersection of Grant St and West St, Van Meter, IA	0.3						
Van Meter Rec Complex	715 Pleasant St, Van Meter, IA 50261	22.0	4				1	
TOTAL		28.8	4	0	0	0	3	0

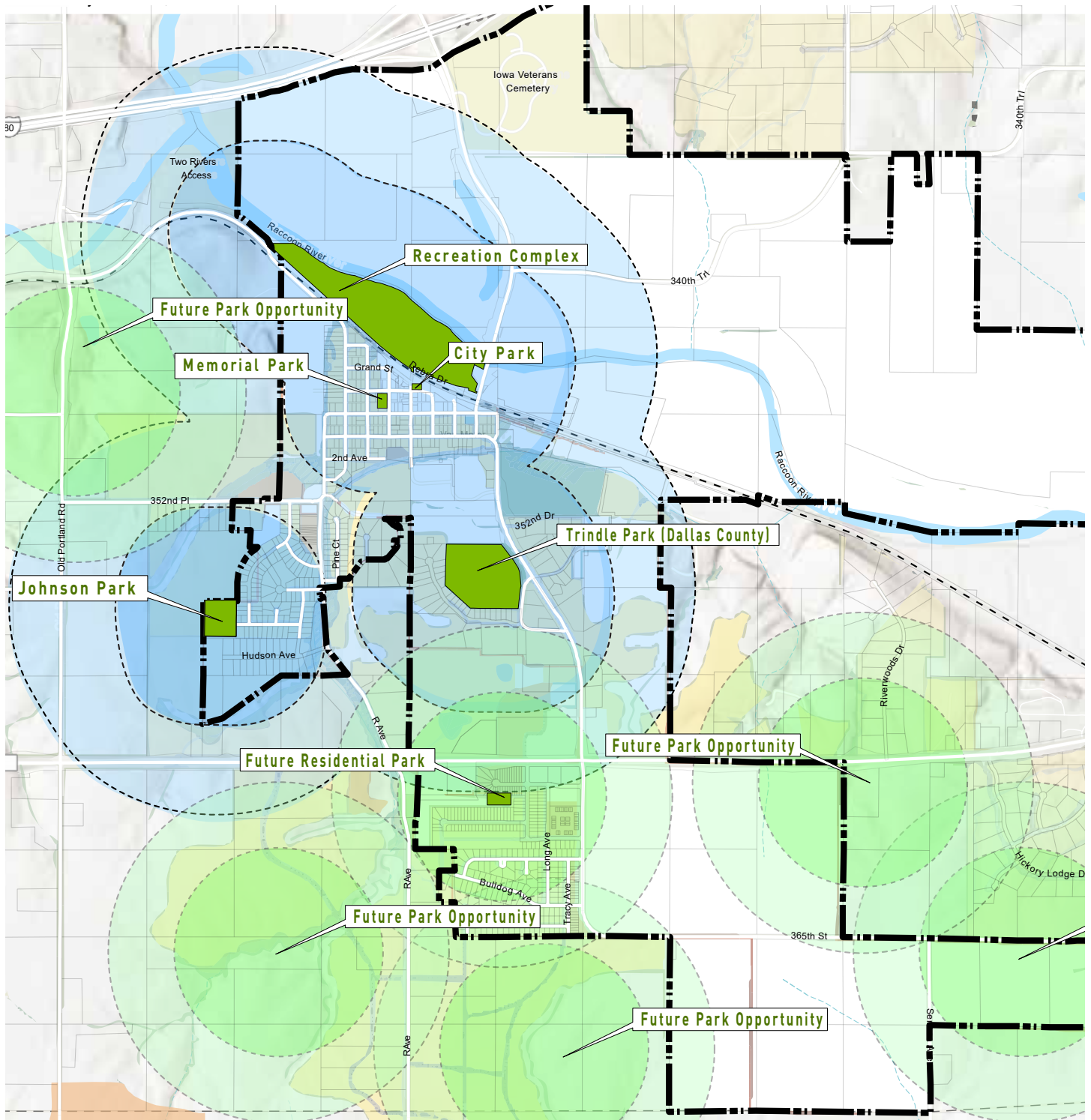


Memorial Park

Dog Park	Drinking Fountain	Disc Golf Course	Ice Skating/Hockey Rink	Kiosk (Interpretive/Educational)	Open Air Shelter	Open Field/Football/Soccer	Concessions	On Site Parking	Street Parking	Park Entry Signage	Pickleball Courts	Play/Interactive Equipment	Pool/Aquatic Facility	Portable Toilet	Restroom Facilities	Multi-use Trails	Splash Pad	Tennis Courts	Volleyball Courts	Bleachers
		1			1			1	1			1			1		1		1	
						1			1					1						
						4	1	1	1	1		1		6	1					16
0	0	1	0	0	1	5	1	2	4	1	0	3	0	8	1	1	0	0	1	16

Assesing City Parks and Gaps

Park Distribution Map

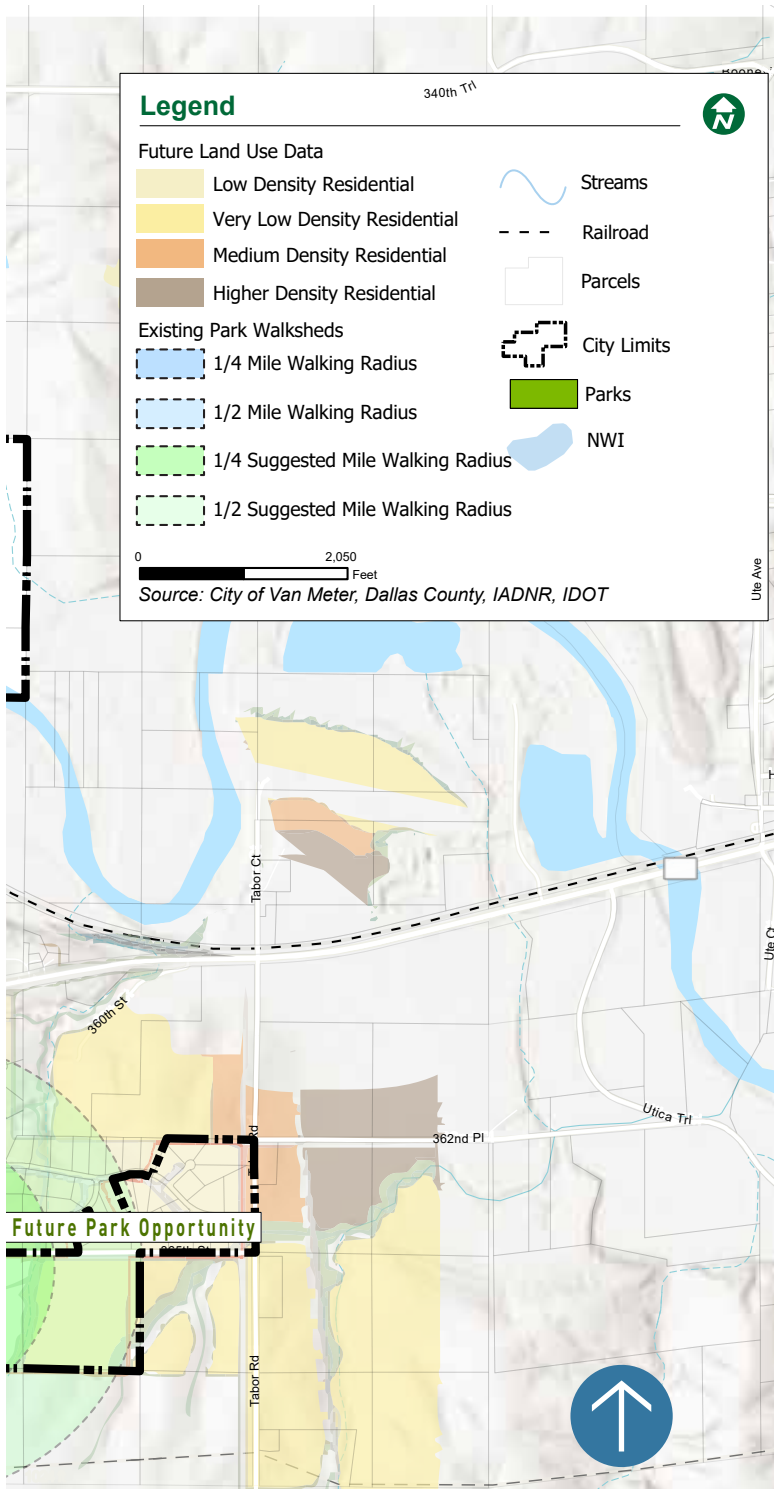


Existing and Future Park Service Areas

Level of Service Analysis

A common goal for communities when considering parkland distribution is that all residents should have access to quality parks within a 10 minute walk of their home. Neighborhood parks should be accessible with a 5-10 minute walk and community scale parks can serve multiple neighborhoods and typically include amenities that reach a broader audience and can accommodate larger events. Understanding where existing parks are situated relative to surrounding land uses and population density is essential for identifying gaps in accessible park space within Van Meter. By mapping park locations against residential, commercial, and undeveloped areas, the city can determine which neighborhoods lack convenient access to recreational amenities. This spatial analysis ensures that future park investments prioritize underserved areas, promoting equity and improving overall community livability.

Evaluating walkability and connectivity between parks and adjacent neighborhoods highlights opportunities to strengthen the city's trail network and pedestrian infrastructure. Areas with limited sidewalks or disconnected paths often present barriers to park access, reducing the effectiveness of existing facilities. Identifying these gaps allows planners to target land dedication opportunities for future parkland and trail corridors, creating a more integrated and accessible park system that supports active transportation and community health.

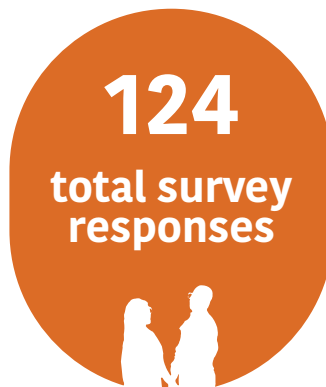


Community Engagement

A strong park system plan relies on community input gathered through an inclusive engagement process that involves all segments of the population. Because parks and recreation play a role in residents' everyday lives, their feedback is essential when designing facilities to meet community needs.

The plan was shaped by insights from city staff, elected leaders, and local residents. Throughout the process, city employees and the Parks and Recreation department contributed valuable expertise about the current state of the park system. A project steering committee—made up of city staff, Park and Rec Board members, City Council representatives, and residents—met regularly to review progress, offer feedback, and act as “ambassadors” by sharing updates with other residents and park-goers.

Over the course of the project, hundreds of residents were engaged, resulting in nearly 1,500 interactions through various outreach methods. The next pages explain the different strategies used to involve the community during planning. A summary of the engagement results provides meaningful guidance that helped shape the recommendations and final outcomes of the plan.



Community Input Survey

During a ten-week period, the planning team facilitated public engagement via an accessible online community survey. Throughout the survey's duration, both city staff and the planning team actively promoted participation within Van Meter. Upon conclusion, 124 residents contributed valuable feedback. The survey results were instrumental in shaping the existing conditions assessment, identifying community needs, and developing recommendations for the plan, thus providing the planning team with meaningful insights into the community's preferences and priorities concerning the future of the park and trail system.

Pop-up Events

One key strategy employed during the planning process was “engaging people where they are.” The project team participated in two pre-scheduled community events to facilitate direct interaction with residents and gather feedback regarding the future of the Van Meter park system. These events included the annual Raccoon River Days on June 7 and the Fan Fest event on August 22.

During Raccoon River Days, a “dotmocracy” exercise was conducted, enabling participants to indicate their preferences for various park amenities and opportunities by placing colored dots on images. Informational flyers were distributed to adults, directing them to the project website where the community input survey was available. Additionally, display boards depicted both the planning process and the current status of the park system, providing context and prompting further discussion. Community members expressed enthusiasm for the initiative and emphasized the significance of connectivity and walkability between parks and other local destinations, as well as general preferences for locations and programming.

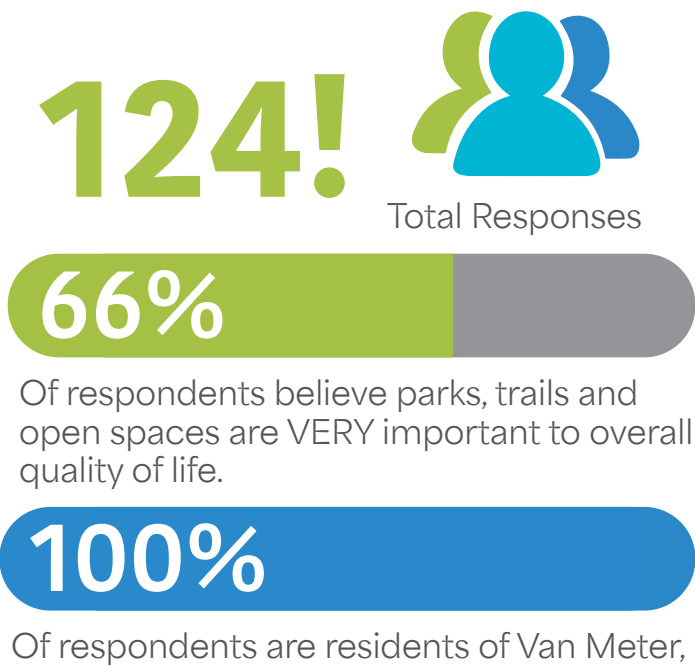
At the Fan Fest event, community members of all ages contributed input on improvement strategies across the park system. Participants voted on the four principal themes identified in the community survey: Trail Systems and Natural Features, Facility Enhancements, Maintenance and Upkeep of Existing Facilities, and Accessibility Enhancements. Visual materials illustrating these themes were presented and attendees were invited to select priorities for future city efforts.



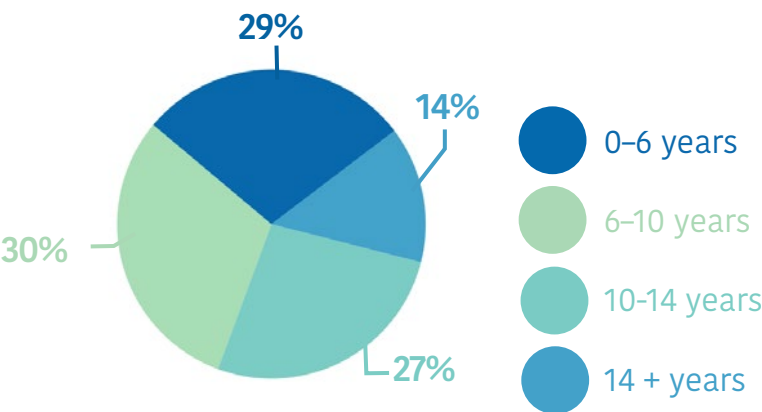
Raccoon River Days Pop-Up Event

Community Survey Results

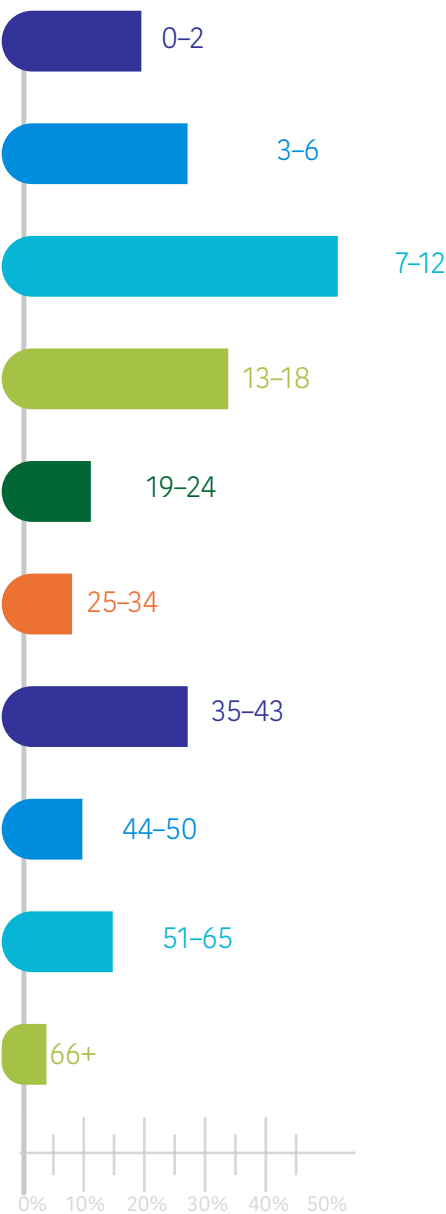
Survey responses



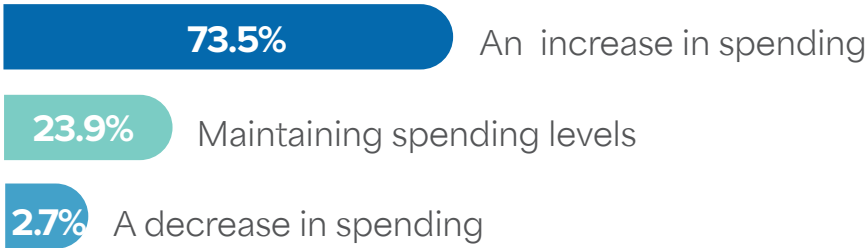
How long have YOU been a resident?



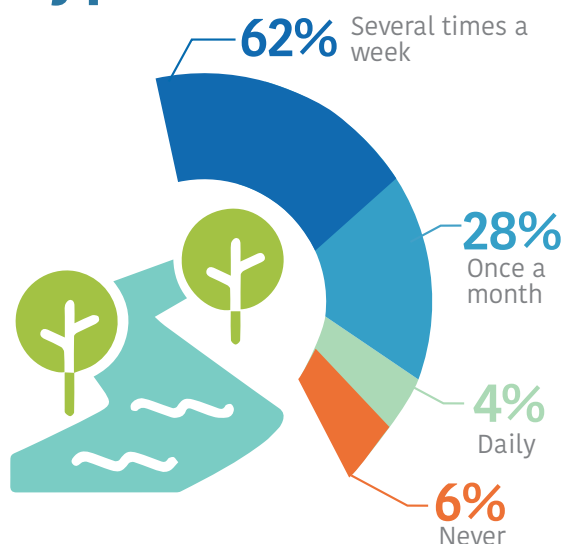
Age groups present in respondent households



When it comes to investing in parks, which do you support?



How often do people visit city parks or trails?



Top organized sports participation

Baseball/Softball

81.7% (89 out of 109 respondents)

Top informal sports participation

Soccer

45% (50 out of 111 respondents)

Why are some parks visited more?

50%

Respondents say proximity to work/

50%

Respondents say venue for team sports or community events

30%

Respondents say specific amenities the park offers

What facilities and amenities would you like to see enhanced?



1st

Using walking & running trails



2nd

Using park playgrounds



3rd

Soccer sports teams/leagues



4th

Baseball sports teams/leagues

Other mentioned activities include:

- Bike riding
- Dog Walking
- Hiking
- Softball
- Running
- Disc Golf

Top 3 words that summarize hopes for Van Meter parks ?

“Enrich”

“Maintained”

“Connected”

Parks Most Visited by Respondants



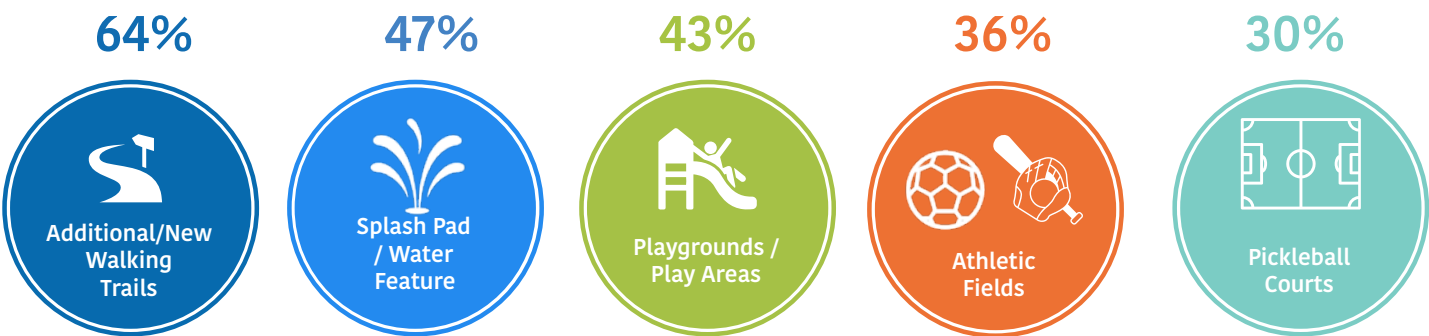
Additional Comments and Themes: # of comments related to...



4 Themes the Community Hopes to Focus On



Top Amenities the Community Hopes to Elevate



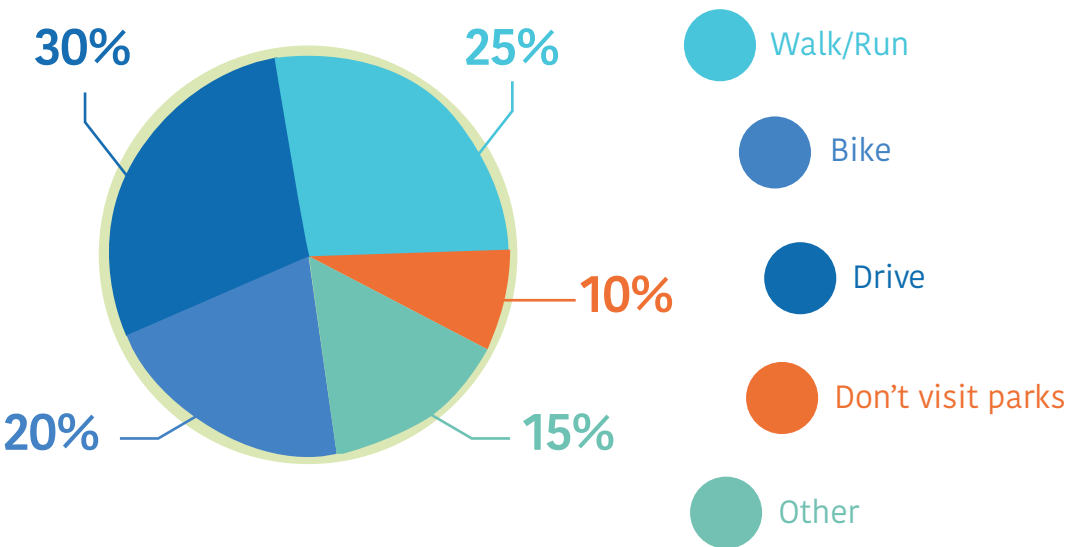
Other popular priorities:

- Basketball Courts
- Dog Park
- River Access
- Pollinator Habitats
- Prairie Restoration
- Baseball Fields /Softball

Top 3 Cold Weather Programs



Community Methods of Travel





4

Parks and Recreation Trends

To effectively serve both current and future residents, it is essential for park and recreation agencies to thoroughly understand emerging social, recreational, and demographic trends related to parks, trails, and open spaces. Consideration of the trends presented in this section of the plan will enable Van Meter to develop facilities and programs that are relevant, inclusive, and responsive to the evolving needs and preferences of the community. By proactively monitoring these developments and collaborating with park and trail users, residents, and partner organizations, park and recreation agencies can ensure decisions align with the best interests of their community.

Van Meter is expected to experience significant changes in the coming years,

including shifts in demographics, alterations in land use and considerable growth. These transitions present both challenges and opportunities for the city to adapt and grow alongside its residents.

The following pages detail several emerging trends in park and recreation, listed without prioritization, that apply to Van Meter. Incorporating these considerations into planning processes and maintaining adaptability in the management and upkeep of parks, trails, and open spaces will be vital as the community continues to evolve.

Outlined on the following pages is a summary of five key park and recreation trends for the city to consider over the next decade and beyond.

Trend 1

Rising Youth Sports Participation

Youth sports participation is rebounding post-COVID, with 2023 seeing the highest rate since 2015. Girls' participation is increasing, while boys' participation is declining. This is in part driven by the “Caitlin Clark effect”, the former Iowa Hawkeye basketball star who has dramatically boosted interest in girls basketball and youth sports overall.

Families now spend an average of \$1,500 annually per child on youth sports. This influx in participation and financial investment in youth sports presents a growing concern over early sport specialization, which can lead to burnout and injury. Experts advocate for multi-sport participation and recreational formats that emphasize fun and development over competition. **This aligns well with small-town values and school based sports systems.**

Source: 2024 State of Play report from Project Play through the Aspen Institute. <https://projectplay.org/state-of-play-2024-introduction>



Trend 2

Inclusivity & Accessibility

Adaptive, inclusive, and accessible programming and facilities in parks play an important role in promoting community diversity and cohesion. Focusing on inclusive park programming and facilities provides opportunities for social interaction and physical activity for people of various abilities and backgrounds. Diversity in recreational spaces contributes to improved understanding among community members and supports positive community dynamics.

Historically, some park and recreation agencies have experienced challenges in making their recreation spaces inclusive and accessible for all residents, regardless of physical or cognitive ability. To allow residents of differing abilities to participate in park programming and recreational activities, these agencies may need to increase efforts to support access for underrepresented groups.

→ **90%**

of U.S. adults agree it is important that local park and recreation agencies create and provide recreation programming that is adaptive and inclusive to persons of all abilities

→ **81%**

of U.S. adults want parks and recreation agencies to prioritize inclusivity and accessibility through their policies and practices

→ **1 in 3**

park and recreation agencies offer adaptive and inclusive sports activities for community members to engage in

Source: Top Trends in Parks and Recreation for 2024, NRPA



Trend 3

Partnerships For Success

Park and recreation agencies generally build, operate, and maintain park and trail systems with assistance from local, state, and federal grants and programs. Due to recent declines in public funding for parks, some outdoor recreational areas face deferred maintenance and limited opportunities to create new facilities and amenities. To meet community needs, agencies may need to explore alternative funding sources to sustain their recreation systems. **One approach is to develop partnerships that support parks.**

Partnerships with public, private, nonprofit, and philanthropic organizations can help address resource gaps and specific community requirements. These collaborations should be structured carefully, ensuring each partner understands their responsibilities in the design, development, and operation of park spaces. Some recommended strategies for maximizing partnership opportunities are provided in the Urban Land Institute's "Successful Partnerships for Parks" document:

- Utilize real estate development to improve park access and quality
- Support park funding by associating nearby development with new tax revenues directed towards park assets
- Collaborate to engage residents and address locally identified park priorities
- Establish relationships that invest in park infrastructure to strengthen community resilience
- Work with Van Meter School District to provide athletic facilities for youth within the district

→ **85%**

of U.S. residents identify proximity to parks, playgrounds, open space or recreation centers as an important factor in deciding where to live

→ **\$1 billion**

the total amount of deferred park maintenance in many large U.S. cities

→ **92%**

of U.S. residents say their communities benefit from local parks

Source: Successful Partnerships for Parks: Collaborative Approaches to Advance Equitable Access to Open Space," https://americas.uli.org/wp-content/uploads/ULI-Documents/Successful_Partnerships_for_Parks.pdf



Source: Van Meter School District

Trend 4

Non-Traditional Recreation

Recreation trends evolve in response to societal shifts and changing preferences over time. **In recent years, non-traditional and informal recreational activities have become increasingly prevalent in parks, trails, and open spaces nationwide.** These opportunities tend to be more inclusive, appealing to a broader spectrum of community members and fostering participation from individuals of varying backgrounds, age groups, and abilities. Furthermore, such programming can often be implemented without placing significant strain on the typically constrained budgets of park and recreation agencies.

For individuals who are unable to participate in higher-impact or competitive sports such as football, basketball, volleyball, and baseball/softball, passive and individual activities provide alternative means for physical activity and social engagement. Examples of these activities include walking, biking, hiking, paddling, fishing, skating, and skiing, which accommodate users across all ages, abilities, and interests. **Additional informal recreation initiatives may comprise family engagement events, seasonal festivals, karaoke or movie nights in the park, entertainment tailored to older adults, interactive programs for adults with youthful interests, and collaborative efforts with local libraries and schools.**

As demand for non-traditional and informal recreation options continues to shift, it is imperative for park and recreation agencies to periodically evaluate their offerings and adapt programming to meet evolving community needs.



Trend 5

Nature Based Recreation

Across the country, municipal park and recreation agencies are embracing nature-based recreation as a vital strategy for community well-being, environmental stewardship, and climate resilience. As urban areas expand and screen time increases, residents are seeking meaningful connections with nature—prompting a surge in demand for outdoor experiences that promote health, education, and sustainability.

Agencies are responding by investing in green infrastructure, such as pollinator gardens, native prairie restoration, and riparian buffers that double as recreational spaces and ecological assets. Trails, nature play areas, and outdoor classrooms are being designed to foster exploration and learning across all age groups. Programs like guided hikes, birdwatching, and citizen science initiatives are gaining popularity, especially among families and older adults.

Nature-based recreation also supports equity goals by offering low-cost, accessible opportunities for physical activity and mental health benefits. In smaller communities like Van Meter, Iowa, these trends align with local values and landscapes—creating spaces that reflect regional identity while addressing broader challenges like climate adaptation and social isolation.



NRPA Benchmark Comparison

470

Residents per Park
Median = 1,037

Community Comparison

Earlham	471
Adel	1,112
Elkhart	1,140
Huxley	808
Granger	658
Dallas Center	401

15.3

Acres of Parkland
per 1,000 Residents
Median = 14.8

470

Acres of Parkland
Median = 1,037

Per 2024 NRPA Agency Performance Review

NRPA Metrics and Programs Comparison

The following pages use information produced by the NRPA and their annual survey of member agencies. It is estimated that approximately 1,000 different agencies participate in this survey from a total of more than 11,000 nationwide.

This information is meant to provide comparative purposes for the City of Van Meter to influence the outcomes of this park system plan and for future considerations about facility and programming needs.

Interpretation of Table Headings

Amenity - the physical structure of space.

% of Agencies - This is the percentage of agencies submitting information to the NRPA that offer a specific facility or facility type.

Less than 20,000 - Based on the data collected by the NRPA it is the number or residents within communities of a population from Less than 20,000 that a specific amenity will serve.

City of Van Meter - Using the information in the Less than 20,000 column and dividing that into the 2025 estimated population of School District (3,897) it is the approximate number of amenities that the City population will support.

NRPA Metrics and Programs Comparison

Data Use

The School District population can take the data included in the tables and compare to their existing inventory to determine where they either don't meet, meet, or exceed communities of a similar size submitting data to the NRPA.

Table A - Outdoor Park and Recreation Facilities

Amenity	% of Agencies	Less than 20,000	City of Van Meter
Diamond fields	80.0%	1,958	2.0
Rectangular fields	77.0%	2,578	1.5
Tennis Courts - Standalone	74.0%	3,500	1.1
Dog Park	70.0%	10,188	0.4
Skate Parks	47.0%	10,776	0.4
Pickleball Courts - Standalone	45.0%	3,483	1.1
Volleyball Courts - Standalone	51.0%	7,057	0.6
Splash Pads	38.0%	13,391	0.3
Walking/Running Tracks	36.0%	6,129	0.6
Synthetic Fields	17.0%	11,028	0.4
Overlay Fields	15.0%	7,932	0.5

Sample Interpretation: 38.0% of agencies submitting data to the NRPA offer Splash Pads to their community and it is estimated that in communities with a population of Less than 20,000 one (1) Splash Pad serves the needs of 13,391 individuals. Subsequently, Van Meter, with its 2025 estimated population of 3,897, would support 0.3 Splash Pads.

NRPA Metrics and Programs Comparison

Table B - Program Categories (national)

The information contained in Table B is static, which is to say it is not tailored to the population of the City of Van Meter. This data is reflective of the number of agencies submitting information to the NRPA that offer these types of programs.

Categories	% of Agencies
Themed Special Events	91.0%
Social Recreation Events	88.0%
Team Sports	86.0%
Health & Wellness Education	82.0%
Fitness Enhancement Classes	82.0%
Individual Sports	76.0%
Racquet Sports	76.0%
Safety Training	71.0%
Natural & Cultural History Activities	70.0%
Aquatics	68.0%
Cultural Crafts	67.0%
Visual Arts	65.0%
Performing Arts	64.0%
Trips & Tours	63.0%
Martial Arts	57.0%
Running/Cycling Races	55.0%
Golf	50.0%
E-Sports/E-Gaming	27.0%

- The median number of programs offered by agencies submitting information to the NRPA is 250 programs annually.
- The percentage of programs that are fee based according to agencies submitting information to the NRPA is 82.0%.

NRPA Metrics and Programs Comparison

Table C - Programs for Children, Older Adults, Disabilities (national)

Amenity	% of Agencies	Less than 20,000
Summer Camp	83.0%	93.0%
Specific Senior Programs	77.0%	85.0%
Specific Teen Programs	68.0%	82.0%
Programs for People w/ Disabilities	67.0%	85.0%
STEM Programs	60.0%	77.0%
After-School Programs	54.0%	74.0%
Preschool	33.0%	41.0%
Before-School Programs	18.0%	23.0%
Full Daycare	8.0%	12.0%
Summer Camp	83.0%	93.0%

NRPA Metrics and Programs Comparison

Table D - Responsibilities of Park & Recreation Agencies

Amenity	% of Agencies
Park Sites	98.0%
Recreation Programming & Services	93.0%
Indoor Facilities	93.0%
Trails, Greenways and/or Blueways	88.0%
Jurisdiction-Wide Special Events	82.0%
Racquet Sport Activities/Courts/Facilities	80.0%
Special Purpose Parks & Open Spaces	76.0%
Non-Park Sites	70.0%
Outdoor Swim Facilities/Water Parks	67.0%
Tournament/Event-Quality Outdoor Sports Complexes	56.0%
Community Gardens	50.0%
Tourism Attractions	40.0%
Golf Coursers	38.0%
Large Performance Outdoor Amphitheaters	35.0%
Indoor Swim Facilities/Water Parks	32.0%
Beaches (all waterbody types)	27.0%
Farmers Markets	22.0%
Campgrounds	22.0%
Tournament/Event-Quality Indoor Sports Complexes	21.0%
Indoor Performing Arts Centers	19.0%
Marinas	13.0%
Professional or College-Type Stadium/Arena/Racetrack	10.0%

Sports and Recreation

Participation Evaluation

The project team provided a variety of participation data to the City as part of the overall master plan. Three sets of data were included:

- MRI-Simmons with application by ESRI to adult participation.
- National Sporting Goods Association (NSGA) – data for participants aged 7 and up from most recent (2024) survey.
- National Endowment for the Arts (NEA) – data for all ages, data collected post COVID.

The adult participation data from MRI-Simmons shows a very active adult community, with only 9 of the 28 activities having a rate of participation below the national average. An active adult community typically indicates an active youth community. It is also important to note that some of the activities outlined can be self-directed and do not necessarily need a dedicated facility, while others require more specialized facilities and/or instruction

Using the data from the NSGA, the project identified activities that were similar to programs the City offers or facilities that they maintain. These participation percentages provided by NSGA were used to develop an average that is unique to the Primary Service Area. That unique average is based on participation by age distribution, median household income, and region of the country. Most of the field activities that were highlighted show growth, or they are static in their participation history. There are some activities that are decreasing on a national level but are still population because of their broad age spectrum appeal.

The participation data from the NEA is not as robust as that of the NSGA and cannot be regionalized or manipulated in the same way. Therefore the percentages of participation are national figures. The participation information does illustrate growth in participation for what the project team would refer to as “enrichment” opportunities. It is important to note on the national level that a decrease in these types of class opportunities at school has led to an increase in demand for parks and recreation departments to offer this type of programming.

To continue to offer existing programs, and to expand those offerings, the project team feels the City needs to pursue two paths. The first, is that the City will need to invest in parks and recreation infrastructure (fields, facilities, equipment, sidewalks, trails, etc.). The second is that the City should strongly consider strengthening the partnership between the City and School District as it relates to both indoor and outdoor facility usage. The City cannot afford to build their own indoor facility, but based on participation data, there is the market to suggest they could offer indoor programming. Use of School District facilities would be a primary method of delivery for these programs.

Sports and Recreation

Market Potential Index for Adult Participation

Using ESRI the project team accessed data regarding adult participation in a variety of activities that could take place at an indoor facility. The following data (Table A) illustrates the Market Potential Index (MPI) in the service areas.

MPI measures the relative likelihood of the adults or households in the specified trade area to exhibit certain consumer behaviors or purchase patterns compared to the U.S. An MPI of 100 represents the U.S. average.

Source: This data is based upon national propensities to use various products and services, applied to local demographic composition. Usage data were collected by MRI-Simmons in a national representative survey of U.S. households, with ESRI providing forecasting.

This table indicates that the overall propensity for adults to participate in activities is only lower than the national number of 100 in 9 of the 28 activities. In many cases, when a participation number is lower than the National number, this is due to a lack of facilities or an inability to pay for services and programs. In addition to analyzing the demographic realities of the service areas, it is possible to project possible participation in recreation and sport activities.

Participation Numbers: On an annual basis, the National Sporting Goods Association (NSGA) conducts an in-depth study and survey of how Americans spend their leisure time. The data is collected in one year and the report is issued in May of the following year. This information provides the data necessary to overlay rate of participation onto the Primary Service Area to determine market potential.

B*K takes the national average and combines that with participation percentages of the Primary Service Area based upon age distribution, median income, region and National number. Those four percentages are then averaged together to create a unique participation percentage for the service area. This participation percentage, when applied to the population of the Primary Service Area then provides an idea of the market potential for a variety of recreation activities.

Table A - Market Potential Index (MPI) for Adult Participation

Adult participation:	Number of Adults	Percent	MPI
Aerobic Exercise	283	8.9%	120
Baseball	91	2.9%	96
Basketball	185	5.9%	102
Bicycling (mountain)	127	4.0%	127
Bicycling (road)	447	14.1%	141
Boxing	46	1.5%	81
Cornhole	301	9.5%	100
CrossFit	50	1.6%	92
Football	89	2.8%	102
Frisbee	85	2.7%	93
Golf	325	10.3%	128
Jogging or Running	402	12.7%	123
Kickboxing	39	1.2%	88
Marathon/Triathlon	31	1.0%	87
Martial Arts	33	1.0%	79
Pickleball	147	4.7%	128
Pilates	141	4.5%	138
Ping Pong	152	4.8%	120
Soccer	125	4.0%	106
Softball	57	1.8%	100
Spinning	68	2.2%	129
Swimming	607	19.2%	118
Tennis	153	4.8%	136
Volleyball	78	2.5%	93
Walking for Exercise	1,256	39.7%	123
Weightlifting	622	19.7%	129
Yoga	379	12.0%	125
Zumba	76	2.4%	88

Sports and Recreation

Participation Evaluation

Table B - Participation Rates in the Primary Service Area

	Age	Income	Region	Nation	Average
Baseball	3.8%	4.2%	2.2%	3.5%	3.4%
Cheerleading	1.4%	1.8%	0.4%	1.3%	1.2%
Exercise Walking	33.3%	35.0%	33.8%	34.0%	34.0%
Football (flag)	2.4%	2.7%	0.6%	2.2%	2.0%
Football (tackle)	2.3%	2.6%	1.7%	2.1%	2.2%
Football (touch)	2.3%	2.2%	0.7%	2.2%	1.9%
Golf	6.9%	7.7%	5.7%	7.0%	6.8%
Lacrosse	0.9%	1.5%	0.6%	0.9%	1.0%
Pickleball	5.1%	5.7%	2.3%	5.0%	4.5%
Running/jogging	13.1%	13.3%	10.8%	13.1%	12.6%
Soccer	5.6%	5.7%	2.9%	5.1%	4.8%
Softball	2.7%	3.3%	1.2%	2.5%	2.4%
Tennis	5.0%	5.1%	3.3%	4.8%	4.5%
Volleyball	3.7%	3.8%	3.2%	3.5%	3.6%
Wrestling	1.2%	1.2%	0.5%	1.2%	1.0%
Yoga	9.0%	9.5%	7.2%	9.3%	8.7%

Age: Participation based on individuals ages 7 & Up of the Service Area.

Income: Participation based on the 2024 estimated median household income in the Service Area.

Region: Participation based on regional statistics (West-North Central).

National: Participation based on national statistics.

Average: Average of the four columns.

Anticipated Participation Number: Utilizing the average percentage from Table B above plus the 2020 census information and census estimates for 2024 and 2029 (over age 7) the following comparisons are available.

Sports and Recreation

Participation Evaluation

Table C- Participation Growth or Decline for Activities in Primary Service Area

Indoor Activities	Average	2020 Pop	2024 Pop	2029 Pop	Difference
Baseball	3.4%	111	122	142	30
Cheerleading	1.2%	40	44	51	11
Exercise Walking	34.0%	1,107	1,209	1,410	303
Football (flag)	2.0%	64	70	81	17
Football (tackle)	2.2%	71	78	91	19
Football (touch)	1.9%	61	66	77	17
Golf	6.8%	222	243	283	61
Lacrosse	1.0%	32	35	41	9
Pickleball	4.5%	148	161	188	40
Running/jogging	12.6%	409	447	521	112
Soccer	4.8%	157	172	200	43
Softball	2.4%	79	86	101	22
Tennis	4.5%	148	162	188	40
Volleyball	3.6%	116	127	148	32
Wrestling	1.0%	34	37	43	9
Yoga	8.7%	285	311	362	78

Note: These figures do not necessarily translate into attendance figures for various activities or programs. The “Did Not Participate” statistics refers to all 58 activities outlined in the NSGA 2024 Survey Instrument.

Sports and Recreation

Participation Evaluation

Table D - National Sports Participation Summary

National Summary of Sports Participation: The following chart summarizes participation for indoor activities utilizing information from the 2024 National Sporting Goods Association survey.

Sport	Unique Percent	Nat'l Rank ¹	Nat'l Participation (in millions)
Exercise Walking	33.6%	1	105.1
Exercising w/ Equipment	17.0%	3	50.7
Swimming	15.1%	4	46.9
Bicycle Riding	13.7%	5	40.6
Running/Jogging	13.2%	6	40.4
Weightlifting	12.8%	8	37.6
Workout @ Club	9.6%	9	30.7
Yoga	9.2%	12	28.6
Basketball	8.3%	13	23.9
Golf	6.5%	16	21.6
Soccer	5.2%	18	15.8
Pickleball	4.3%	19	15.4
Tennis	5.0%	20	15.0
Volleyball	3.7%	26	10.8
Baseball	3.5%	27	10.7
Pilates	2.4%	30	8.0
Softball	2.5%	31	7.9
Canoeing	3.3%	32	7.3
Football (touch)	2.0%	35	6.8
Football (flag)	2.0%	37	6.7
Gymnastics	2.4%	40	6.5
Martial Arts/MMA	2.1%	41	6.3
Boxing	2.0%	45	6.0
Cheerleading	1.2%	50	3.7
Wrestling	1.1%	51	3.7
Lacrosse	0.9%	56	2.6

Nat'l Rank :
Popularity of sport based on national survey.

Nat'l Participation:
Population that participate in this sport on national survey.

Sports and Recreation

Participation Evaluation

Table E - Participation by Age Group:

National Participation by Age Group:

Within the NSGA survey, participation is broken down by age groups. As such B*K can identify the top 3 age groups participating in the activities reflected in this report.

Activity	Largest	Second Largest	Third Largest
Aerobic	35-44	25-34	45-54
Baseball	7-11	12-17	35-44
Basketball	12-17	25-34	35-44
Bicycle Riding	7-11	35-44	25-34
Boxing	25-34	35-44	18-24
Canoeing	25-34	35-44	45-54
Cheerleading	12-17	7-11	35-44
Exercise Walking	55-64	25-34	35-44
Exercise w/ Equipment	25-34	35-44	45-54
Football (flag)	7-11	12-17	25-34
Football (touch)	12-17	25-34	35-44
Golf	35-44	25-34	55-64
Gymnastics	7-11	12-17	25-34
Lacrosse	12-17	25-34	7-11
Martial Arts/MMA	7-11	12-17	35-44
Pickleball	55-64	45-54	35-44
Pilates	25-34	35-44	45-54
Running/Jogging	25-34	35-44	12-17
Soccer	7-11	12-17	25-34
Softball	7-11	12-17	35-44
Swimming	35-44	25-34	7-11
Tennis	35-44	25-34	12-17
Volleyball	12-17	25-34	35-44
Weightlifting	25-34	35-44	45-54
Workout @ Clubs	25-34	35-44	45-54
Wrestling	12-17	35-44	25-34
Yoga	25-34	35-44	45-54

Largest: Age group with the highest rate of participation.

Second Largest: Age group with the second highest rate of participation

Third Largest: Age group with the third highest rate of participation.



5

Recommendations and Implementation

The Recommendations chapter outlines a strategic roadmap for enhancing Van Meter’s parks and recreation system in alignment with community needs, growth trends, and long-term sustainability. Building on the findings from the existing conditions analysis and community engagement, this chapter presents a series of actionable strategies designed to improve access, equity, quality, and connectivity across the city’s park network.

Key recommendations include the development of new neighborhood parks in underserved areas, expansion of the city’s trail system to improve walkability and regional connections, and upgrades to existing facilities to ensure they are

inclusive, safe, and adaptable for year-round use. The plan also emphasizes the importance of preserving natural areas, integrating green infrastructure, and enhancing recreational programming to serve all age groups and interests. As the city grows, one of the most important strategies to implement and enforce, will be the establishment of new park space through parkland dedication in new developments or accepting parkland dedication fees, in-lieu of land. The following provides an overview of the city’s current parkland dedication ordinance, along with suggested modifications for consideration.

Parkland Dedication Summary

The City of Van Meter requires that all new residential developments—such as subdivisions, planned unit developments (PUDs), and site plans—contribute to the city’s park system through parkland dedication, per the city’s zoning code. This requirement ensures that as the city grows, adequate public park space is provided to support the health, safety, and welfare of current and future residents.



Here is a summary of Van Meter’s current Parkland Dedication according to chapter 173 of the Zoning Code of Ordinances, highlighted items are of critical importance to follow as the city considers new parkland.

Purpose:

Ensure new development includes or supports public parkland in alignment with the City’s Comprehensive Plan and long-range community goals

Applicability:

Applies to all residential developments, including subdivisions and PUDs.

Dedication Requirement:

Developers must dedicate a portion of land or provide a fee-in-lieu if land dedication is not feasible

Trail Easements:

In some cases (where indicated in the comprehensive plan), developers may be required to dedicate land or easements for trails to enhance connectivity

Stream Buffers:

Dedication of stream buffers may be required and can count toward parkland requirements

Minimum Standards:

Dedicated land must meet minimum size, location, and usability standards to be accepted
Min. 20,000 square feet

Shall be considered usable park space, shall not be located within a floodplain, not used for storm water detention and shall not have cross slopes that exceed 5%

Alternatives and Credits:

Developers may receive credits for private recreational amenities or other contributions that align with city goals

Enforcement and Compliance:

The ordinance includes provisions for agreements, surety, and penalties to ensure compliance

Park Dedication Fees: A Strategic Tool for Van Meter's Growth

As the City of Van Meter experiences increasing development pressure, it is essential to proactively plan for the recreational needs of a growing population. Park dedication fees are a critical funding mechanism that ensures new developments contribute fairly to the expansion and improvement of the city's park system.

Why Park Dedication Fees Are Needed

01. Population Growth & Development Pressure

Van Meter is seeing a steady rise in residential development. Without dedicated funding, the city risks falling behind in providing adequate parkland and recreational amenities to meet the needs of new residents.

02. Equitable Park Access

Park dedication fees ensure that all neighborhoods—especially new ones—have access to quality parks and open spaces, supporting community health, cohesion, and quality

03. Sustainable Funding for Capital Improvements

These fees provide a predictable, long-term funding source for land acquisition, park design, and construction—reducing reliance on general funds or bonds.

04. Alignment with Comprehensive Planning Goals

The Parks & Recreation Vision Statement within the Comprehensive Plan is “Provide a high-quality parks and recreation system in Van Meter”. Implementation of parkland dedication fees and careful review and approval of establishing new parkland within development, align with Action Item 1 of the comprehensive plan. This is a critical mechanism to support the city's long-range planning objectives by enabling the timely development of parks and trails in tandem with residential growth.

Decision-Making Criteria: Land Dedication vs. Fee-in-Lieu

Accept Land Dedication When:

01. Meets Minimum Size and Usability Standards

- Parcel is large enough to support meaningful recreational use (e.g., 5+ acres for neighborhood parks)
- Land is flat, accessible, and not encumbered by wetlands, floodplains, or easements
- The city should establish a requirement for providing a MOU at time of preliminary plat and final agreement at final plat

02. Strategic Location

- Land is of sufficient size to support an area identified as underserved in the city's Parks System Plan
- Parcel enhances connectivity to existing parks, trails or other public amenities

03. Supports Long-Term Planning Goals

- Aligns with the city's Comprehensive Plan or Capital Improvement Plan
- Fills a gap in the park system or supports future growth areas

04. Cost-Effective to Develop and Maintain

- Site has access to utilities and infrastructure
- Development and maintenance costs are reasonable, sustainable and consistent with city standards or national public park standards

05. Community Benefit

- Land provides unique natural features, scenic value, or ecological benefits
- Offers opportunities for diverse recreational uses that serve multiple age groups and user types





Accept Fee-in-Lieu When:

01. Land Offered is Inadequate

- Parcel is too small, poorly located, or unsuitable for park development
- The land is fragmented, lacks connectivity, or is isolated from existing public spaces and infrastructure

02. City Has Higher Priority Projects

- Available funds may be more effectively used to enhance or expand existing parks in alignment with identified priorities
- City has identified a more strategic location for park investment

03. Administrative Efficiency

- Managing small or scattered parcels would strain city resources
- Fee allows for more flexible and impactful park development

04. Equity and Fairness

- Ensures all developments contribute equitably, even if land isn't feasible
- Supports balanced park access and investment across all areas of the city

Park System Improvement Recommendations

The City of Van Meter requires a comprehensive strategy for maintaining existing park and recreation facilities, implementing proactive operational and maintenance approaches, and establishing policies and procedures that support the expansion of the park system in alignment with community growth.

The recommendations developed through this planning process are intended to serve as a framework for preserving, restoring, and enhancing the community's parks and open spaces in response to identified community needs. While some improvements may be accomplished with minimal capital investment, others will require securing funding, developing detailed plans, and managing phased construction over time. This plan anticipates that cumulative enhancements—both within individual parks and across the broader system—will be implemented incrementally as financial resources become available and partnerships with public and private stakeholders are established.

As is common in many municipalities, the demand for funding park and open space initiatives frequently exceeds the city's budgetary capacity and may be deprioritized relative to other critical infrastructure investments. Consequently, it is essential for the city to pursue both public and private funding sources. Completion of this plan, along with corresponding construction cost estimates, positions the city to strategically identify and secure the additional resources required to implement specific projects.

It is important to recognize that each project will necessitate further analysis and design, which will refine project scopes and cost estimates. The information provided herein is intended exclusively for planning and budgeting purposes. All recommendations are the result of a thorough evaluation of existing park and recreation infrastructure, analysis of community feedback, and comprehensive review by city staff and the project steering committee.

While considering the recommendations it is important to remember:

- **73% of community members that participated in the survey, support an increase in city funding for parks**
- **Continual increase in population demand will continue to put increase demand and wear on existing park facilities**
- **Growing the park system while growing the population is important and should be done so to reduce gaps in park distribution across the community**

The subsequent pages include an implementation matrix summarizing each project, policy, strategy, or program arising from the planning process. This matrix offers essential details on implementation, including project priorities and phases, locations, estimated budgets, anticipated operational impacts, and revenue generation considerations.

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Park System Improvement Matrix

Estimated Timing	Priority Ranking	Park / Facility	Recommendation Type	Improvement Strategy / Description
0-5 Years	1	General / System-Wide	Operations	Develop and implement 5-Year Park Department budget and Capital Improvement Plan
0-5 Years	2	Recreation Complex	Facility	Rehabilitate athletic field turfgrass with consistent annual maintenance program including regular watering, fertilizer and herbicide applications, aerating, topdressing and over-seeding.
0-5 Years	3	Trails and Connectivity	Operations	Conduct sidewalk gap and walkability assessment and establish bi-annual (every 2 years) replacement/infill project.
0-5 Years	4	General / System-Wide	Facility	Develop new park in Grand Ridge Estates subdivision
0-5 Years	5	General / System-Wide	Policy/Code	Amend parkland dedication in City Code to ensure future parkland is established as city grows
0-5 Years	6	General / System-Wide	Facility	Acquire land for new recreation complex
0-5 Years	7	Johnson Park	Facility	Install picnic shelter adjacent parking lot
0-5 Years	8	Johnson Park	Operations	Monitor tree and vegetation health and actively manage invasive species
0-5 Years	9	Trindle Park (DCCB)	Facility	Connect trail access to school detention pond.
0-5 Years	10	Trails and Connectivity	Connectivity	Create accessible sidewalk connections into all Van Meter parks and incorporate sidewalk and trail routes within future parks.
0-5 Years	11	General / System-Wide	Communications	Create annual funding campaign and sponsorship program which indicates opportunities for donations and sponsorships for events and at facilities
0-5 Years	12	Recreation Complex	Facility	Update ballfields with skinned infields, moveable pitching mounds, and multiple baselines to function as more multi-purpose fields.
0-5 Years	13	Johnson Park	Facility	Install park map that indicates the different opportunities amenities that exist in the park including the disc golf course map, play areas and natural features.
0-5 Years	14	Memorial Park	Facility	Plant shade trees along walks and gathering spaces but not impact park functions
0-5 Years	15	Trindle Park (DCCB)	Facility	Pedestrian access into the park and to amenities.
	16	General / System-Wide	Operations	Re-evaluate/adjust recreation programming fees and establish schedule for adjusting fees in the future

Estimated Cost		Operational Impact	Revenue Increase (Yes, No, Maybe)	Impact (High, Medium, Low)
Min. / Staff Time		Staff Time difficult to estimate impact.	Maybe	Medium
\$ 15,000.00		Additional staff time, potential contract of services.	Yes	Medium
\$ 50,000.00		Initial impact will be bigger, long term impact, less.	No	Low
\$ 450,000.00		Will increase the responsibilities of current and future staff.	Maybe	High
Min. / Staff Time		Minor impact on staffing time. Be sure to develop in a way that the City doesn't get "left over" parcels.	No	Low
TBD		Some impact on staff negotiating terms	Maybe	Low
\$ 75,000.00		Will require some additional staff time monthly/annual.	Maybe	Medium
\$ 1,500.00		A new initiative for the City, who will be responsible for this, existing, new position?	No	Medium-High
DCCB		May require some additional staffing time with annual maintenance of trail, opportunity for partnership with SD.	No	Low
TBD		Long term impact is minimal in terms of operations.	No	Low
Min. / Staff Time		Someone has to spearhead this project, not always a great fit within parks and recreation. There is also follow-up to donors and how dollars are spent.	Yes	Medium
\$ 130,000.00		This could have an increase on staff responsibilities as it will likely facilitate more use of the spaces.	Yes	Medium
\$ 3,000.00		Minor impact on staffing time and maintenance. Will need to be updated at some point. Also consider inclusion of QR code and some updates can happen electronically.	No	Low
\$ 5,000.00		Long term impact will be to prune trees, so there will be some impact on staff time.	No	Medium
DCCB		Depending on the type of access (pavement) there can be an impact to the staffing and improvement budget.	No	Low
Min. / Staff Time		Initial impact on staff could be significant, but will lead to less time in the future as it relates to establishing fees. It will also likely lead to greater revenue generation.	Yes	Medium

Park System Improvement Matrix

Estimated Timing	Priority Ranking	Park / Facility	Recommendation Type	Improvement Strategy / Description
0-5 Years	17	Memorial Park	Facility	Install portable toilet enclosure
0-5 Years	18	Trails and Connectivity	Policy/Code	Preserve natural drainage features and greenways for establishing trail connections between subdivisions and neighborhoods.
5-10 Years	19	Johnson Park	Facility	Replace drinking fountain (currently inoperable)
5-10 Years	20	General / System-Wide	Facility	Acquire/identify land for pickleball, tennis and basketball facility
5-10 Years	21	General / System-Wide	Facility	Construct pickleball, tennis and basketball facility
5-10 Years	22	General / System-Wide	Communications	Update parks and rec information on city website to include locations of parks, maps and pictures to promote the different outdoor resources in the community
5-10 Years	23	Recreation Complex	Facility	Replace/upgrade restroom building at ballfields
5-10 Years	24	Recreation Complex	Facility	Create accessible parking options with connections to field/spectator areas
5-10 Years	25	Johnson Park	Facility	Install safety surfacing at swings
5-10 Years	26	Trindle Park (DCCB)	Facility	Expand playground with nature based/themed amenities to expand opportunities for 2-12 age visitors.
5-10 Years	27	Recreation Complex	Facility	Install drinking fountain at soccer fields
5-10 Years	28	Johnson Park	Facility	Install permanent restroom
5-10 Years	29	Johnson Park	Facility	Install portable toilet enclosure
5-10 Years	30	Memorial Park	Facility	Add bike parking with 2-3 bike racks
5-10 Years	31	Memorial Park	Facility	Install small picnic shelter
5-10 Years	32	Trindle Park (DCCB)	Facility	Interpretive signage and education

Estimated Cost		Operational Impact	Revenue Increase (Yes, No, Maybe)	Impact (High, Medium, Low)
\$	5,000.00	Minimal impact on staffing but will require regular upkeep and eventual replacement.	No	Low
	TBD	Minimal initial impact but could require unique maintenance solutions when complete	No	Low
\$	6,000.00	Minimal impact on staffing but will require regular upkeep and eventual replacement.	No	Low
\$	45,000.00		Maybe	Low
\$	750,000.00	This will have a significant impact on staffing. It will require annual inspection to make sure surfaces are playable and weekly inspection when in use. Basketball and tennis/pickleball typically get resurface every 6-8 years so a CIP impact. Will allow for expanded drop-in availability, and some programming depending on staff abilities.	Yes	Medium
	Min. / Staff Time	Depending on who is responsible for updating and maintaining the site, it could have an impact on staff. More and more clients are allowing staff to have some ability to edit information to keep it current.	Maybe	Medium
\$	200,000.00	Will not impact staff, just required continue level of support that they currently receive.	No	Low
	TBD	Minimal staff impact, but will impact budget to maintain and upkeep.	No	Low
\$	20,000.00	May decrease staff time depending on what is currently being used, but will need to be reflected in CIP budget.	No	Medium
	DCCB	Will expand the staff's responsibilities with regards to playground inspections. Will also anticipate higher use of this playground.	No	High
\$	7,000.00	Will impact staff seasonal for winter and de-winterization, and also minimal cleaning and upkeep.	No	Low
\$	125,000.00	Will impact staff seasonal for winter and de-winterization, and also minimal cleaning and upkeep.	No	Low
	TBD	Minimal impact on staffing but will require regular upkeep and eventual replacement.	No	Low
\$	5,000.00	Will impact staff with respect to annual inspection and will add to replacement schedule.	No	Low
\$	60,000.00	Will impact staff with respect to annual upkeep. If these are rentable spaces, may result in increased cleaning with rentals and usage.	Maybe	Medium
	DCCB	Will add to replacement schedule.	No	Low

Park System Improvement Matrix

Estimated Timing	Priority Ranking	Park / Facility	Recommendation Type	Improvement Strategy / Description
5-10 Years		33 City Park	Facility	Develop replacement plan to be included in downtown redevelopment scenarios. Consider opportunities for programming of space to accommodate small downtown gatherings, play features and seating.
5-10 Years		34 Recreation Complex	Facility	Install permanent restroom at soccer fields
10+ Years		35 Recreation Complex	Facility	Replace soccer fields with synthetic turf
10+ Years		36 Recreation Complex	Facility	Install drinking fountain at ballfields
10+ Years		37 Recreation Complex	Facility	Replace pedestrian bridge between B1 and B2 fields
10+ Years		38 Johnson Park	Facility	Pave parking lot
10+ Years		39 General / System-Wide	Facility	Develop park system signage family and install park entry signs at each city owned park Consider site for future splash pad
10+ Years		40 General / System-Wide	Facility	
10+ Years		41 Recreation Complex	Facility	Resurface facility roadway
10+ Years		42 Recreation Complex	Facility	Install portable toilet enclosures (3) and move to more desirable location
10+ Years		43 Recreation Complex	Facility	Update playground areas and equipment
10+ Years		44 Recreation Complex	Facility	Replace batting cages
10+ Years		45 Recreation Complex	Facility	Fix scoreboards
10+ Years		46 Trindle Park (DCCB)	Facility	Additional park shelter

Estimated Cost		Operational Impact	Revenue Increase (Yes, No, Maybe)	Impact (High, Medium, Low)
TBD		Community special are often the responsibility of parks and recreation departments. Depending on the number of events they may require dedicated staff positions, but definitely will require dedicated staff hours from existing staff. Some departments have entire special events series that are offered year around. This could have a significant financial impact on the department.	Maybe	Medium-High
\$	200,000.00	Will impact staff seasonal for winter and de-winterization, also daily/weekly cleaning that could be addressed by staff or via contract.	No	Low
TBD		There is the possibility that this will slightly decrease the maintenance needs, but if they are heavily used, it could likely be a continuation of current staff levels. This will allow for significantly higher fees to be assessed. Biggest note is that the turf will need to be replaced in 8-10 years depending on usage, which is a significant capital improvement investment.	Yes	Medium
\$	7,000.00	Will impact staff seasonal for winter and de-winterization, and also minimal cleaning and upkeep.	No	Low
\$	250,000.00	Will not have a significant impact on staff, but will need to be factored into replacement schedule.	No	Low
TBD		Will not have a significant impact on staff, but will need to be factored into replacement schedule.	No	Low
\$	80,000.00	Will add to replacement schedule.	No	Low
TBD		Impact on staff will be winter and de-winterization, unless they contract out that service. Depending on design and filtration, can have a significant, daily, impact on staff to manage chemicals and keep in working order.	Maybe	High
TBD		Will add to replacement schedule.	No	Low
\$	15,000.00	Minimal impact on staffing but will require regular upkeep and eventual replacement.	No	Low
\$	250,000.00	Will expand the staff's responsibilities with regards to playground inspections. Will also anticipate higher use of this playground.	No	Medium
\$	30,000.00	Batting cages may impact staff if the choose to set-up and take-down on a seasonal basis.	Maybe	Low
TBD		Minal staff impact, inspect seasonally. Will impact replacement schedule.	No	Low
DCCB		Will impact staff with respect to annual upkeep. If these are rentable spaces, may result in increased cleaning with rentals and usage.	Maybe	Medium

Van Meter

Park System Plan

December 2025



Acknowledgments

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Residents of Van Meter

This Park System Plan could not have been developed without the thoughtful input and feedback of the community. Thank you to all who took time to engage through the online survey and in-person engagement events!

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Executive Summary

As Van Meter continues to grow and evolve, a thoughtful, forward-thinking approach to the expansion and maintenance of park and recreation amenities is essential. The Park System Plan serves as a strategic blueprint to guide the development, enhancement, and stewardship of Van Meter’s parks, trails, open spaces, and recreational facilities for the next decade and beyond.

Park system plans are essential tools for communities like Van Meter. They provide a clear vision rooted in community values, demographic trends, and environmental stewardship. This plan is not just a planning document, but a living guide intended to help city leaders, staff, and residents make informed decisions about land use, capital investments, and programming priorities.

It ensures that as Van Meter grows, it does so in a way that preserves its small-town charm while expanding access to high-quality recreational opportunities for all.

Through robust community engagement, data analysis, and best practices for park planning, this plan identifies current needs, anticipates future demands, and outlines actionable strategies to create a more connected, inclusive, and sustainable park system. Whether it’s enhancing neighborhood parks, expanding trail networks, or introducing new amenities, this plan is designed to support the health, well-being, and quality of life for every Van Meter resident.

Introduction

Together, we are laying the foundation for a park system that reflects the spirit of Van Meter—welcoming, active, and ready for the future. The following project goals set the tone for the development of this document:

Project Goals

01. Engage the Community



Create opportunities for inclusive public collaboration to ensure the park system reflects the values and priorities of Van Meter residents.

02. Expand and Enhance Park Access



Ensure that all residents have safe, well-maintained parks and recreational facilities, regardless of age, ability, or neighborhood.

03. Support a Growing and Diverse Population



Plan for future parkland and amenities that reflect the needs of a changing community, including families, seniors, and youth.

04. Strengthen Community Connections



Develop a connected system of parks, trails, and open spaces that foster social interaction, community pride, and a strong sense of place.

05. Promote Health and Wellness



Encourage active lifestyles by providing diverse recreational opportunities such as sports fields, walking trails, playgrounds, and fitness areas.

06. Preserve Natural Resources and Open Space



Protect and enhance Van Meter’s landscapes and ecological features through sustainable design and conservation practices.

07. Foster Economic and Community Development



Leverage parks and recreation as catalysts for economic vitality, tourism, and neighborhood revitalization.

08. Ensure Financial Sustainability



Develop responsible implementation strategies that align with the city’s budget, staffing, and long-term maintenance capabilities.

The Plan & Process

This plan is a practical tool for the city to evaluate park improvements, develop realistic budgets, and align resources to enhance the park system. With steady and increasing growth, the city’s park system must evolve—not only in physical assets but also in operations and processes. Establishing operational standards, maintenance schedules, program evaluation, and budgeting are essential topics addressed through collaboration among city staff, stakeholders, and the community during the plan’s preparation. In addition to physical improvements, the plan guides the park department’s operations and clarifies the Parks and Recreation Board’s oversight role.

Development of this plan is rooted in community input and considers both quantitative and qualitative aspects of the park system. The following steps outline how the plan was developed:

01

Information Gathering
Inventory of existing park and trail amenities and assessment of current conditions and site features.

02

Public Outreach
Use in-person and online tools to gather feedback on current park amenities and programming, as well as ideas for the future.

03

Analysis
Review existing conditions, related planning studies, National Recreation and Park Association (NRPA) metrics, and public input to identify improvement strategies.

04

Improvement Recommendations
Develop system-wide and location-specific recommendations, with budgetary cost estimates for capital planning and implementation.

05

Review, Refinement and Adoption
Compile, review, and refine the plan with city and steering committee input, then present to the city council for adoption.

How to Use the Plan

This document provides clear, flexible strategies for implementation. While recommendations are scheduled over a certain timeframe, the plan allows for adjustments based on funding opportunities, partnerships, and community needs. The goal is continual progress, proactive maintenance, responsive procedures, and sustainable growth of the park system for Van Meter residents.

Plan Organization

The Park System Plan is organized into the following chapters, each addressing a key aspect of Van Meter’s parks and recreation future:

01: Executive Summary

- A concise overview of the plan’s development, goals, and key recommendations.

02: Community Background

- An overview of Van Meter’s demographics and insights from previous planning efforts, most notably the Vision Van Meter 2040 Comprehensive Plan.

03: Existing Conditions and Needs Assessment

- Provides an overview of existing parks, trails and open spaces and their current condition
- Highlights issues with the park and trail system and discusses opportunities for improvement.

04: Parks and Recreation Trends

- Review of regional and national trends and participation rates to inform facility and amenity planning for Van Meter’s future.

05: Recommendations and Implementation

- Clearly defined next steps, including recommended strategies, cost estimates, and anticipated timelines based on the community’s priorities.

8 Executive Summary

Executive Summary 9

Vision & Guiding Principles

Van Meter is a great place to call home for people of all ages and abilities, with a top-ranked school district and a strong sense of small-town pride. As the city’s population grows and infrastructure ages, this plan provides a proactive approach to maintaining quality outdoor amenities and attracting new residents. The following guiding principles inform every recommendation and investment:

Enrich the Park System

Elevate user experience with diverse amenities, natural features, and opportunities for social engagement; enhance ecological value; and create inclusive, accessible public spaces that support health and community.

Access and Connect

Remove barriers to parks and open spaces, connect them with neighborhoods, schools, and destinations, and plan for new connections as the city grows.

Maintain and Sustain

Foster safety and pride through regular maintenance, encourage community and partner involvement, and plan for the future through capital planning and fundraising.



Courtesy of City of Van Meter

Introduction to Improvement Strategies

Nearly 50 improvement strategies were identified and carefully evaluated with community priorities in mind. Through a priority-setting exercise completed by the steering committee, the top 20 strategies were selected and are summarized below, refer to Section 5 – Recommendations and Implementation for more detail on plan recommendations, timing and budget estimates.

Top 20 Recommendations

Priority Ranking	Park / Facility	Recommendation Type	Improvement Strategy / Description	Cost Magnitude
1	General / System-Wide	Operations	Develop and implement 5-Year Park Department budget and Capital Improvement Plan	\$
2	Recreation Complex	Facility	Rehabilitate athletic field turfgrass with consistent annual maintenance program including regular watering, fertilizer and herbicide applications, aerating, topdressing and over-seeding.	\$\$
3	Trails and Connectivity	Operations	Conduct sidewalk gap and walkability assessment and establish bi-annual (every 2 years) replacement/infill project.	\$\$
4	General / System-Wide	Facility	Develop new park in Grand Ridge Estates subdivision	\$\$\$
5	General / System-Wide	Policy/Code	Amend parkland dedication in City Code to ensure future parkland is established as city grows	\$
6	General / System-Wide	Facility	Acquire land for new recreation complex	\$\$\$
7	Johnson Park	Facility	Install picnic shelter adjacent parking lot	\$\$
8	Johnson Park	Operations	Monitor tree and vegetation health and actively manage invasive species	\$
9	Trindle Park (DCCB)	Facility	Connect trail access to school detention pond.	\$
10	Trails and Connectivity	Connectivity	Create accessible sidewalk connections into all Van Meter parks and incorporate sidewalk and trail routes within future parks.	\$\$\$\$
11	General / System-Wide	Communications	Create annual funding campaign and sponsorship program which indicates opportunities for donations and sponsorships for events and at facilities	\$
12	Recreation Complex	Facility	Update ballfields with skinned infields, moveable pitching mounds, and multiple baselines to function as more multi-purpose fields.	\$\$\$
13	Johnson Park	Facility	Install park map that indicates the different opportunities amenities that exist in the park including the disc golf course map, play areas and natural features.	\$
14	Memorial Park	Facility	Plant shade trees along walks and gathering spaces but not impact park functions	\$
15	Trindle Park (DCCB)	Facility	Pedestrian access into the park and to amenities.	\$\$
16	General / System-Wide	Operations	Re-evaluate/adjust recreation programming fees and establish schedule for adjusting fees in the future	\$
17	Memorial Park	Facility	Install portable toilet enclosure	\$
18	Trails and Connectivity	Policy/Code	Preserve natural drainage features and greenways for establishing trail connections between subdivisions and neighborhoods.	\$
19	Johnson Park	Facility	Replace drinking fountain (currently inoperable)	\$
20	General / System-Wide	Facility	Acquire/identify land for pickleball, tennis and basketball facility	\$\$



Yoga in the Park - City Facebook Page

2

Community Background

Residing along the Raccoon River in Dallas County, Van Meter, Iowa, is a growing community that blends small-town charm with proximity to the Des Moines metropolitan area. Known for its strong sense of community, excellent schools, and scenic surroundings, Van Meter is increasingly attracting families and professionals seeking a high quality of life in a peaceful yet connected setting. Located just about 20 miles west of downtown Des Moines, Van Meter enjoys convenient access to the larger city's employment centers, cultural attractions, and shopping districts. This close relationship means residents can easily commute for work, attend major events, or take advantage of the wide range of services and entertainment options available in the metro area.

However, as a smaller community, Van Meter itself offers a quieter pace of life and a more intimate atmosphere, which many families and professionals find appealing. While the town has excellent schools and a strong sense of community, its limited recreational amenities—such as fewer parks, restaurants, and entertainment venues compared to larger cities—can make residents more reliant on nearby Des Moines for leisure and social activities. This dynamic fosters a unique lifestyle: residents benefit from the tranquility and safety of a small town, while the amenities and opportunities of a major metropolitan area remain easily accessible, enhancing the overall quality of life in Van Meter.

The city’s ongoing growth highlights its appeal as a peaceful yet connected setting. As Van Meter continues to expand, thoughtful planning and collaboration with the Des Moines metro will be important to balance the community’s needs and preserve its distinctive character.

As Van Meter continues to expand, it is essential for the city to prioritize the maintenance of its existing parks while also thoughtfully planning for new green spaces to serve growing neighborhoods. With an increasing population and new developments on the horizon, the need for accessible parks, enhanced trail connections, and a greater variety of recreational amenities becomes even more important. By investing in both the upkeep of current facilities and the strategic creation of new ones, the city can ensure that residents of all ages and backgrounds enjoy a high quality of life and ample opportunities for outdoor recreation as the community evolves.



City Hall



Recreation Complex



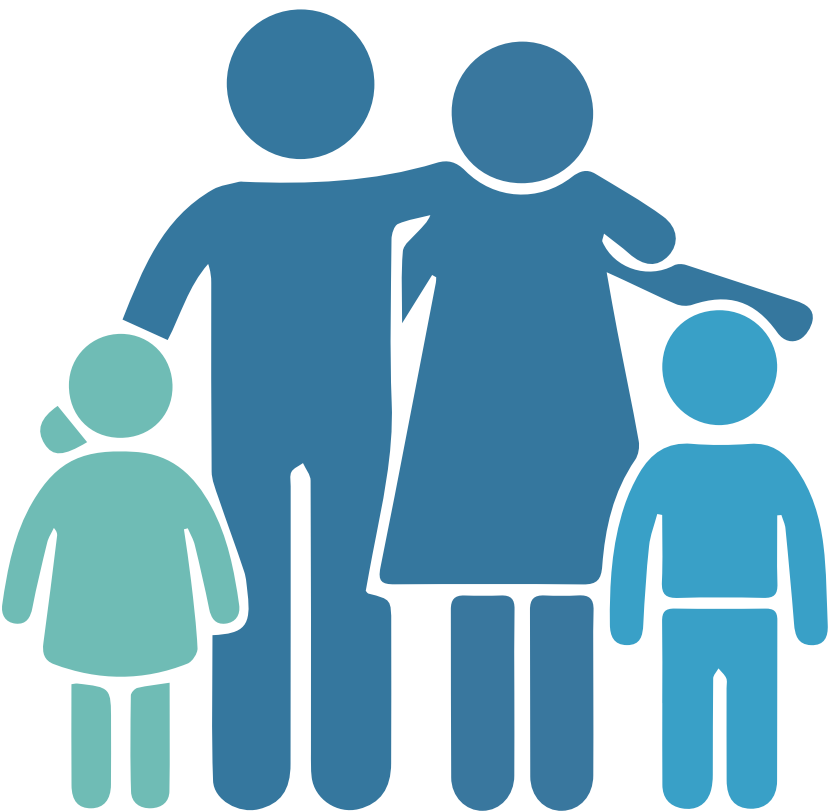
Johnson Park

Demographics

As of 2025, Van Meter has an estimated population of 1,880, reflecting a robust growth rate of 4.33% annually and a 26% increase since the 2020 Census. This growth underscores the city’s appeal and the importance of proactive planning to meet the evolving needs of its residents.

Van Meter’s population is predominantly family-oriented, with a high rate of homeownership and a strong local school district that serves as a cornerstone of the community. The city’s demographic profile reflects a relatively young, affluent, and engaged population—factors that are critical in shaping the future of its parks and recreation system.

As Van Meter continues to grow, this Plan will serve as a vital tool to ensure that the city’s green spaces, recreational amenities, and natural resources evolve in step with the community’s needs and aspirations.



Median Age

- 35.8 years (37.2 for males, 34.7 for females)

Racial Composition

- White: **96.4%**
- Two or more races: **1.7%**
- Black or African American: **0.95%**
- Asian: **0.82%**
- Native American: **0.14%**

Incomes

- Median Household Income: **\$133,750**
- Per Capita Income: **\$65,769**
- Poverty Rate: **3.16%**

Demographic Key Findings

The project team evaluated the demographics of the City of Van Meter and the Van Meter Community School District. In rural communities like Van Meter, school district boundaries are often much larger than the City. And the school district boundaries are often reflective of who uses City services, like parks and recreation. In the case of Van Meter the population more than doubles in comparing the City to the School District, which in turn creates a higher demand for programs and facilities. The demographics of a community can also impact rates of participation for programs and ability to pay for programs and facilities.

Summary of findings:

- The population within the City of Van Meter (1,880) and the School District (3,897) is small. As such, the community will need to be judicious with their future investments, and subsequently their ability to support and maintain those investments.
- **The median age in the City and School District is lower than the state and national figures. This points to the presence of families with young children, which are significant participants in parks and recreation programming and facility users.** This is further emphasized in that 43.5% (City) and 41.4% (School District) of households have children present, which is more than 50% higher than the state. While these are significant users, programming is typically multi-generational, and to that end 30.8% of the population in the School District are age 55+.

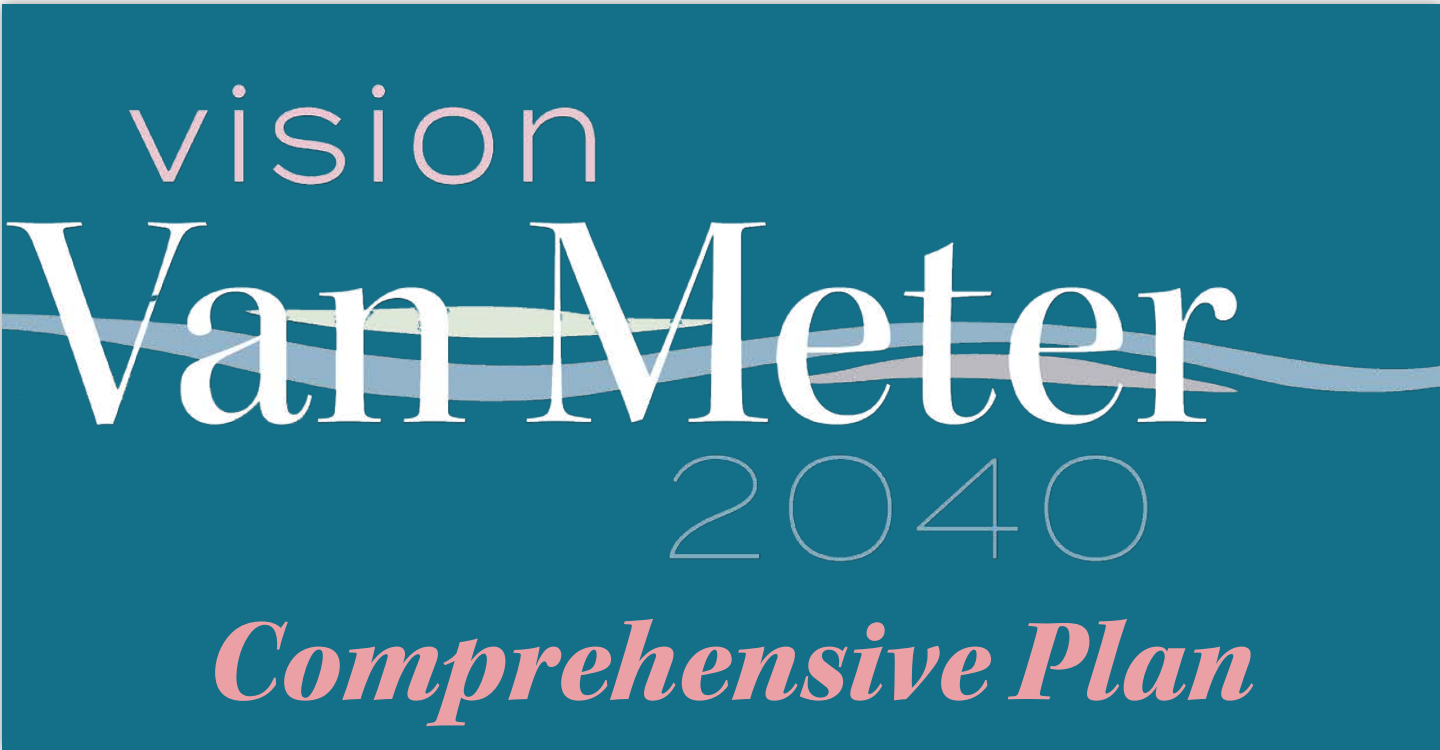
- **Both the City and the School District have a significantly greater median household income compared to the state and nation. A higher median household income typically suggests an ability to pay to participate in programs and use facilities.** Balanced with the cost of living in both services areas, this is an accurate statement.
- **The vacancies for housing in the School District are less than 6%. Based on similar studies the project team has completed, this points to a stable housing market, which can correlate to consistent participation and usage of parks and recreation programs and facilities.**

Based on the demographic analysis of the City and School District, the only obstacle is the total population. The other demographic indicators of age, income, cost of living, and spending point to a community that will embrace parks and recreation programs and facilities.

The City will need to be judicious in their future investments, but if they listen carefully to their residents and their needs, programs and facilities will be heavily used by a wide range of age groups.

Recent Planning Efforts

The Vision Van Meter 2040 Comprehensive Plan, adopted in November 2020, serves as a strategic framework guiding the City of Van Meter’s growth and development through the year 2040. This long-range plan was developed through a robust public engagement process and is designed to reflect the community’s values, aspirations, and priorities—including the enhancement of parks, trails, and open space.



Note: Vision Van Meter 2040 Comprehensive Plan - <https://vmmedia-evekdpgaayhzbxfe.a03.azurefd.net/media/VisionVanMeter2040FinalSmall.pdf>

A central theme of the plan is managed growth that preserves Van Meter’s small-town character while accommodating increasing development pressures from the expanding Des Moines metro area. The plan establishes a planning boundary that is intentionally larger than anticipated growth needs, allowing flexibility in land use decisions and protecting agricultural lands and natural areas from incompatible development.

The Parks & Recreation chapter of the plan outlines a vision for a connected and accessible system of parks, trails, and open spaces that supports recreation, wellness, and environmental stewardship. It identifies existing assets and gaps in the system and proposes strategies to improve connectivity, expand recreational offerings, and enhance natural resource conservation.

2040 Comprehensive Plan Goals - For Parks & Trails



Developing multi-use trails that link neighborhoods, schools, and regional destinations.



Preserving and enhancing natural corridors along the Raccoon River and other ecological features.



Investing in park improvements that reflect community needs, such as playgrounds, sports fields, and gathering spaces.



Promoting green infrastructure and sustainable design in park development.

The plan also integrates parks and open space into broader land use and infrastructure planning. For example, the Future Land Use Plan designates areas for park expansion and trail development, ensuring that recreational amenities grow alongside residential and commercial areas. The Transportation chapter supports active transportation by recommending pedestrian and bicycle infrastructure that complements the trail system.

Public input played a vital role in shaping the plan’s goals and action items. Residents expressed strong support for maintaining access to nature, expanding recreational opportunities, and creating safe, walkable connections throughout the city. These priorities are reflected in the plan’s implementation strategies, which include partnerships with regional agencies, phased capital improvements, and ongoing community engagement.

Key Growth Impacts on Trails in Van Meter’s 2040 Plan

1.

Population Growth and Residential Expansion

Van Meter anticipates significant population growth over the next two decades, driven by its proximity to the Des Moines metro and appeal as a small-town community. As new residential neighborhoods are developed, the plan emphasizes the need to integrate trail connections into subdivision layouts. This ensures that future residents have safe, walkable access to parks, schools, and downtown amenities.
2.

Trail Connectivity and Regional Integration

The plan identifies opportunities to connect Van Meter’s trail system to regional networks, and county-level greenways. Growth in surrounding communities and increased interest in regional recreation make these connections vital for tourism, economic development, and active transportation.
3.

Mixed-Use and Commercial Development

As Van Meter grows its commercial base, the plan calls for multi-modal infrastructure that includes trails and bike paths. These trails are intended to support walkable commercial areas enhancing the livability and sustainability of new development areas.
4.

Preservation of Natural Corridors

Growth pressures could threaten natural areas along the Raccoon River and other ecological corridors. The plan proposes using trails as a tool for conservation and education, by aligning them with riparian zones and floodplains. This approach helps protect sensitive habitats while providing recreational and interpretive opportunities.
5.

School and Park Access

With anticipated school expansions and new park facilities, the plan prioritizes safe routes to schools and parks via trails. This includes off-street paths and sidewalk improvements that connect neighborhoods to key community destinations, supporting youth mobility and family-friendly infrastructure.
6.

Phased Implementation and Funding

Recognizing that trail development must align with growth, the plan outlines a phased approach to trail expansion. It encourages leveraging development agreements, grants, and regional partnerships to fund trail segments as new areas are built out.

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Memorial Park

3

Existing Conditions & Needs Assessment

This chapter of the Park System Plan provides a comprehensive snapshot of Van Meter’s current parks and recreation system, serving as the foundation for future planning. This assessment includes an inventory and analysis of all public parks, open spaces, trails, and recreational facilities within the city. It evaluates the size, location, condition, and amenities of each site, as well as their accessibility and connectivity to surrounding neighborhoods.

The analysis also considers operational aspects such as maintenance practices, staffing levels, programming offerings,

and budget allocations. In addition, it identifies strengths, as well as challenges, including gaps in service coverage, aging infrastructure, and limited trail connectivity.

By understanding what currently exists and how it functions, this chapter sets the stage for identifying opportunities for improvement and growth. It ensures that future investments are grounded in a clear understanding of Van Meter’s assets, limitations, and community needs.

The Park & Trail System

Van Meter’s park system encompasses four parks, comprised of either neighborhood parks that primarily serve adjacent residential areas or larger community-scale parks such as Johnson Park and the Recreation Complex, which provide a wider array of amenities for the broader community.

Reflecting the characteristics of many communities with modest populations and limited commercial tax bases, Van Meter’s parks have been developed through the resourcefulness and collaboration of local residents. Despite constrained resources, the community has successfully established new parks, such as Memorial Park, and procured updated equipment and amenities. However, increased utilization resulting from community growth has led to deferred maintenance and the deterioration of certain park features.

With ongoing residential expansion, it is essential to prioritize both the development of new parks to serve emerging neighborhoods and continued investment in existing facilities. To mitigate the financial demands of new park establishment, enforcing the city’s parkland dedication ordinance and, when appropriate, accepting cash in-lieu of land will contribute to funding these initiatives.

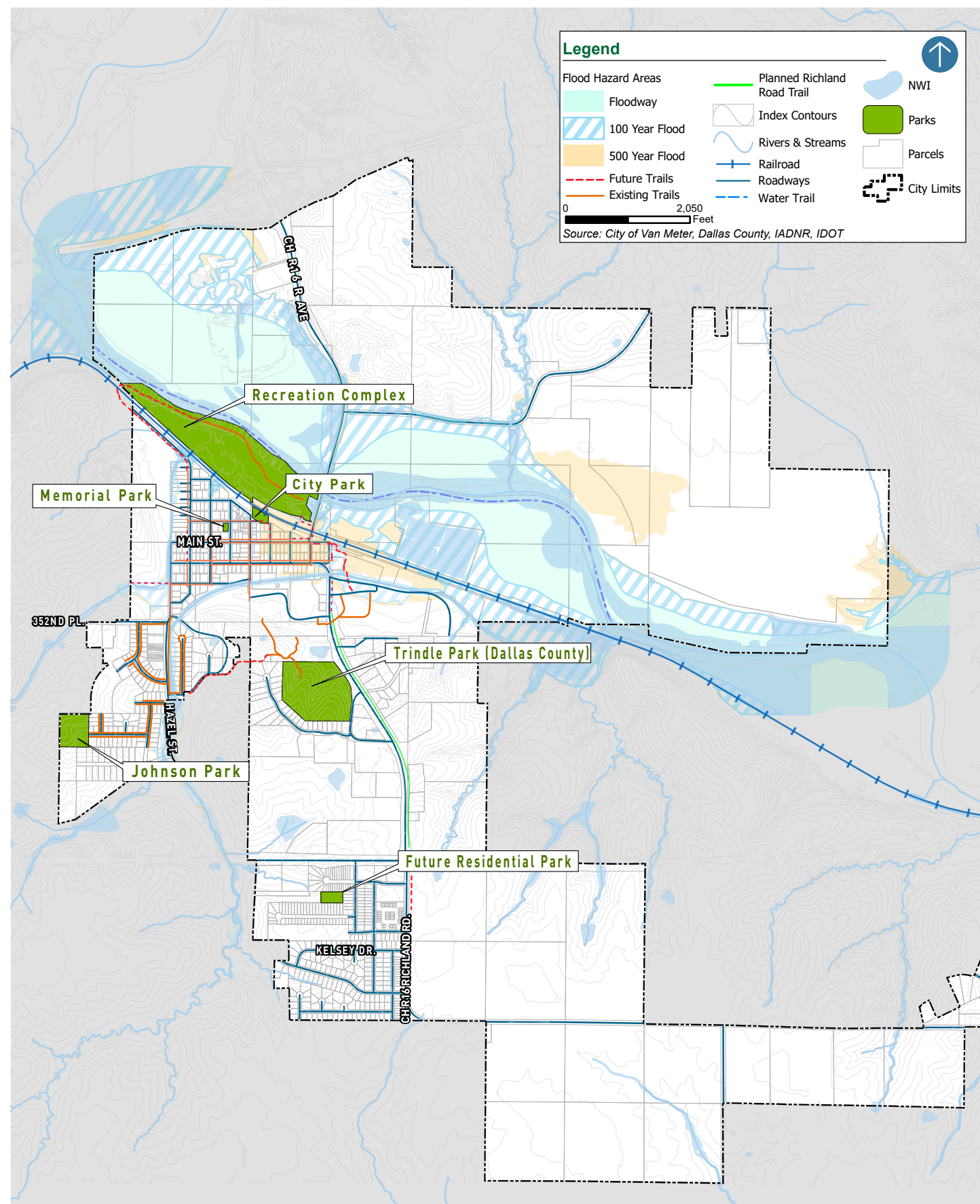
Although Van Meter currently lacks an extensive trail system, significant progress is being made toward connecting new residential developments with the greater community via newly planned trails. The city’s gently rolling topography adds unique character to the landscape but also introduces planning challenges that can affect connectivity for trails and sidewalks.



Raccoon River Days - Pop Up Event

As Van Meter grows, strategic use of natural drainage areas to create greenways and thoughtful corridor planning will be critical to supporting future trail development throughout the community.

The following pages in this section describe the existing conditions of the park system and examines the current Level of Service (LOS) provided by the parks and amenities throughout the community. This section also presents the outcomes of the community input process completed for the development of the plan. Evaluation of both the existing conditions and community input, help guide the community needs assessment and ultimately the recommendations resulting from this study.



Park and Trail Map

Park Inventory

Site Visit

Visiting Van Meter's city parks provided valuable insight into both site-specific and system-wide needs. At the individual park level, observations highlighted opportunities such as improving shade and maintenance strategies at Memorial Park, enhancing ADA accessibility and vegetation diversity at Johnson Park, and addressing athletic field conditions and trail access throughout the community.

Aging park infrastructure and the need for annual maintenance strategies is evident at the Recreation Complex. Increasing demands on this facility can be seen throughout the park. Collectively, these visits revealed broader priorities for the park system, including creating inclusive and accessible spaces, diversifying landscaping for sustainability, strengthening trail networks for connectivity, and planning for future growth as community use and adjacent development increases.

Park Inventory Database

Documenting each park's amenities and their quality in an inventory database provides the city with a centralized compilation of park features and assets throughout the community. This approach allows staff to track individual features—such as playgrounds, trails, and seating—as well as monitor overall system conditions, enabling data-driven decisions on where to prioritize improvements year over year. By having a clear record of current conditions and quality ratings, the city can strategically allocate resources, plan upgrades, and ensure equitable enhancements across all parks, ultimately improving efficiency and transparency in park management.

Key Takeaways

- **Accessibility and Inclusivity:** Prioritize ADA-compliant routes and features across parks to ensure all residents can participate.
- **Facility Expansion:** Add new amenities and expand existing facilities to meet the demands of rapid population growth and increased park usage.
- **Connectivity and Amenities:** Improve trail networks and upgrade essential features like shade structures and drinking fountains for better user experience.
- **Data-Driven Planning:** Leverage the online inventory system to track amenity quality and guide strategic, equitable improvements year over year.

Individual Park Summaries

Johnson Park

Johnson Park is a scenic and well-used community park, particularly popular for its challenging disc golf course with significant topogrpahy. The park offers room for expansion on the upper level, where improving ADA accessibility is a key opportunity. While the park is visually appealing, its vegetation could be more diverse. Removing invasive species and maintaining native trees and other vegetation communities, will enhance the ecology of the park. Additional improvements include replacing the drinking fountain, creating trails for better connectivity, and adding amenities near the parking area will expand the usage and appeal of the park to a broader audience.



Key Takeaways

- Accessibility Upgrades: Adding ADA-compliant routes to the upper level is essential for inclusivity and usability.
- Vegetation Management: Increase plant diversity and management of invasive species to promote ecological diversity.
- Connectivity & Amenities: Develop trails for better access and repair the drinking fountain to improve visitor experience.
- Future Growth Planning: Replace park features as they reach the end of their usable life cycle and consider adding amenities closer to the parking/access.

Amenities/Features

Bike Racks + Litter Receptacles



Shelter + Seating



Playground



Disc Golf Course



Individual Park Summaries

Memorial Park

Memorial Park is a relatively new community space, established as a neighborhood gathering space and commemorates an active community member. The park serves both neighborhood recreation needs but also accommodates small community events. While the park is active and well-used, it lacks adequate shade, making the addition of shade trees a key improvement opportunity. Maintenance is currently challenging due to heavy use, particularly in preserving lawn health and managing the loose playground surfacing.

Key Takeaways

- Shade Improvements: Add shade trees or structures to enhance comfort for visitors during concerts and playtime.
- Maintenance Simplification: Replace high-maintenance areas with low-maintenance grasses or groundcover.
- Visitor Comfort: Consider seating and shaded gathering areas to support events and frequent family use.
- Future Growth: Plan for sustainable landscaping that accommodates continued community use and minimizes upkeep costs.



Amenities/Features

Open Lawn



Playground



Seating



Memorial



Individual Park Summaries

Recreation Complex

The Van Meter Recreation Complex is a vital community asset that currently supports active recreation activities such as softball, baseball, and soccer. However, the existing fields and facilities are under significant strain due to years of deferred maintenance and increased user demand. Key challenges include limited field capacity and conditions, outdated infrastructure, and insufficient amenities such as restrooms and accessible routes.

Key Takeaways

- High community usage of existing softball, baseball, and soccer fields.
- Facilities are strained due to rapid population growth and increased demand.
- Infrastructure upgrades needed, including restrooms, equipment, and signage.
- Opportunity to enhance amenities such as shaded areas, water stations, and inclusive play zones.
- Trail connectivity improvements would link the complex to other city assets and promote walkability.
- Potential for long-term sustainability through strategic planning and investment.



Amenities/Features

Softball + Baseball Fields



Playground & Portable Toilet



Soccer Fields



Shelter



Individual Park Summaries

City Park

Van Meter’s City Park is a unique mini park that primarily serves visitors from the adjacent library. Planned civic improvements—including a new library, fire station, and police facility—create an opportunity to reposition the park as a central community destination. Key considerations include modernizing play areas with unique features, improving roadway access through an extension of Grant Street, repurposing existing municipal buildings for parking, and enhancing connectivity to nearby amenities such as Memorial Park. These upgrades would transform City Park into a more vibrant, accessible, and integrated part of Van Meter’s growing civic core.

Key Takeaways

- Underutilized and outdated, mainly serving library visitors with limited play features. Major civic upgrades planned nearby (new library, fire, and police facilities) create redevelopment opportunities.
- Potential to repurpose existing municipal buildings for parking after new facilities are built.
- Improve connectivity and access, including extending Grant Street for better integration.
- Opportunity to add unique, modern play elements to attract broader community use.



Amenities/Features

Slide and Swings



Merry-go-round



Seating



Donation Bin



Park Inventory - By the Numbers

The park inventory data collected provides a comprehensive snapshot of existing recreational assets across all parks in the community. Each park was assessed for its location, acreage, and amenities, including ballfields, courts, trails, community gardens, open-air shelters, kiosks, restrooms, dog parks, drinking fountains, pools, signage, playground equipment, and specialized facilities such as tennis, pickleball, and volleyball courts. This detailed inventory establishes a clear baseline of current resources and their distribution, identifying strengths and gaps within the system.

This information is critical for benchmarking Van Meter’s park system against trends in similarly sized communities. By comparing inventory data to regional and national standards, planners can project future needs based on population growth, demographic shifts, and recreational trends. Such analysis ensures that enhancements to existing parks and the development of new facilities align with community expectations and best practices, supporting a sustainable and equitable approach to park system growth.

Notable gaps or what might be considered weaknesses in the current park inventory include:

Pickleball Courts - Pickleball continues to be the fastest growing sport in parks nationwide.

Basketball Courts - Interest and demand for basketball, especially in parks is strong and is the type of amenity that doesn’t require a lot of equipment and can be enjoyed by many people of different ages and abilities.

Splash Pads / Spraygrounds - While these amenities come with considerable upfront and life cycle costs, they are still a lower cost aquatic amenity that are extremely popular in all communities and even more so in communities without pools and other aquatic amenities.

Open Air Shelters - With only one shelter at Johnson Park, additional shelters at each park should be considered in the future.

Basic Site Furnishings - It is important to consider benches, bike racks and litter receptacles in all parks. Shade structures also go a long way to promoting more use.



Memorial Park

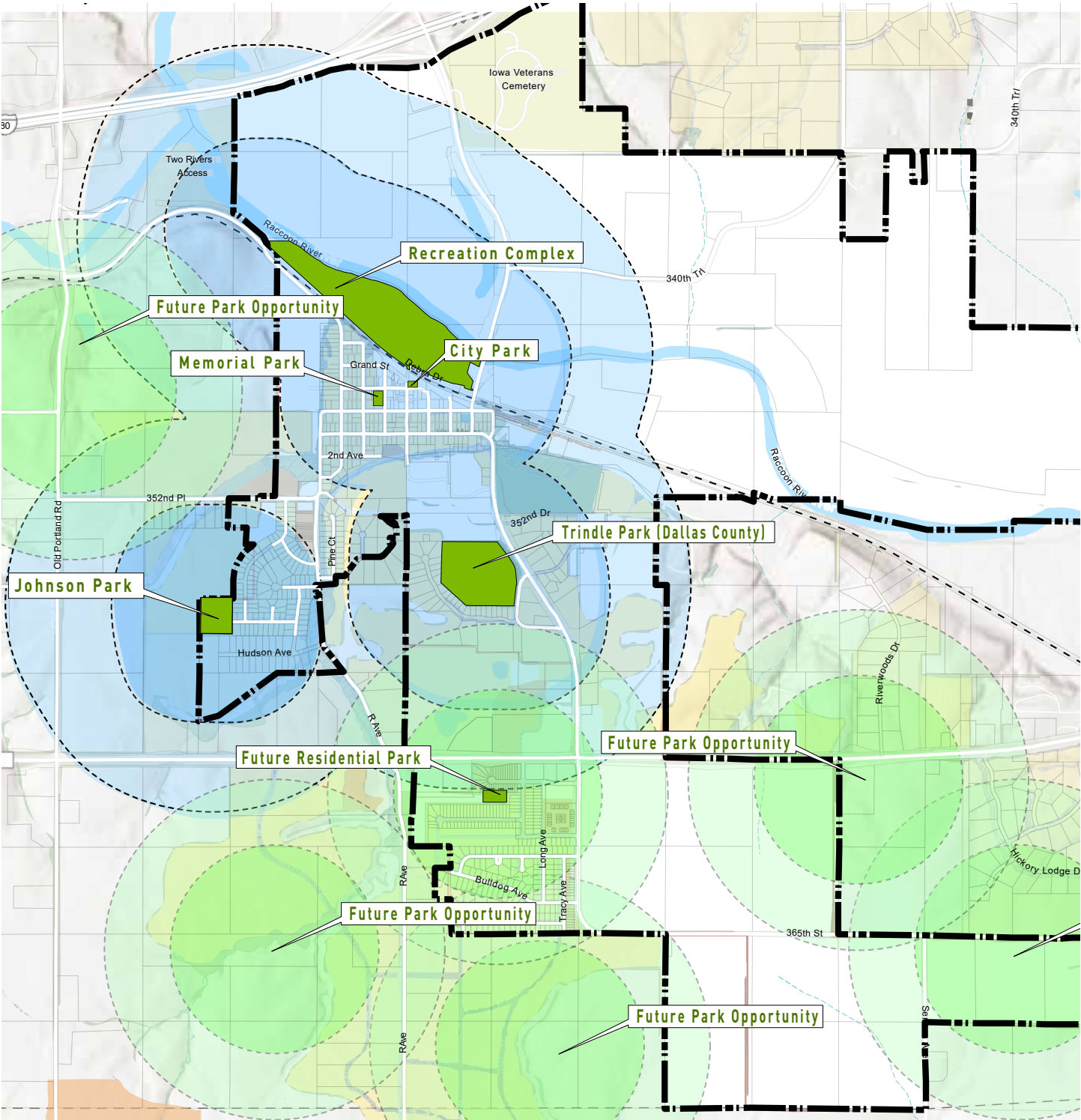
Park Inventory Data

		Acres	Ballfields (Baseball and Softball)	Full Basketball Court	Half Basketball Court	Bike Racks/Repair Station	Bike/Walk Trail	Community Gardens
PARKS	LOCATION							
City Park	505 Grant St, Van Meter, IA	0.3						
Johnson Park	320 Division Ave, Van Meter, IA 50261	6.2					1	
Memorial Park	Intersection of Grant St and West St, Van Meter, IA	0.3						
Van Meter Rec Complex	715 Pleasant St, Van Meter, IA 50261	22.0	4				1	
TOTAL		28.8	4	0	0	0	3	0

Dog Park	Drinking Fountain	Disc Golf Course	Ice Skating/Hockey Rink	Kiosk (Interpretive/Educational)	Open Air Shelter	Open Field/Football/Soccer	Concessions	On Site Parking	Street Parking	Park Entry Signage	Pickleball Courts	Play/Interactive Equipment	Pool/Aquatic Facility	Portable Toilet	Restroom Facilities	Multi-use Trails	Splash Pad	Tennis Courts	Volleyball Courts	Bleachers
		1			1			1	1			1		1		1			1	
						1			1				1							
						4	1	1	1	1		1		6	1					16
0	0	1	0	0	1	5	1	2	4	1	0	3	0	8	1	1	0	0	1	16

Assesing City Parks and Gaps

Park Distribution Map

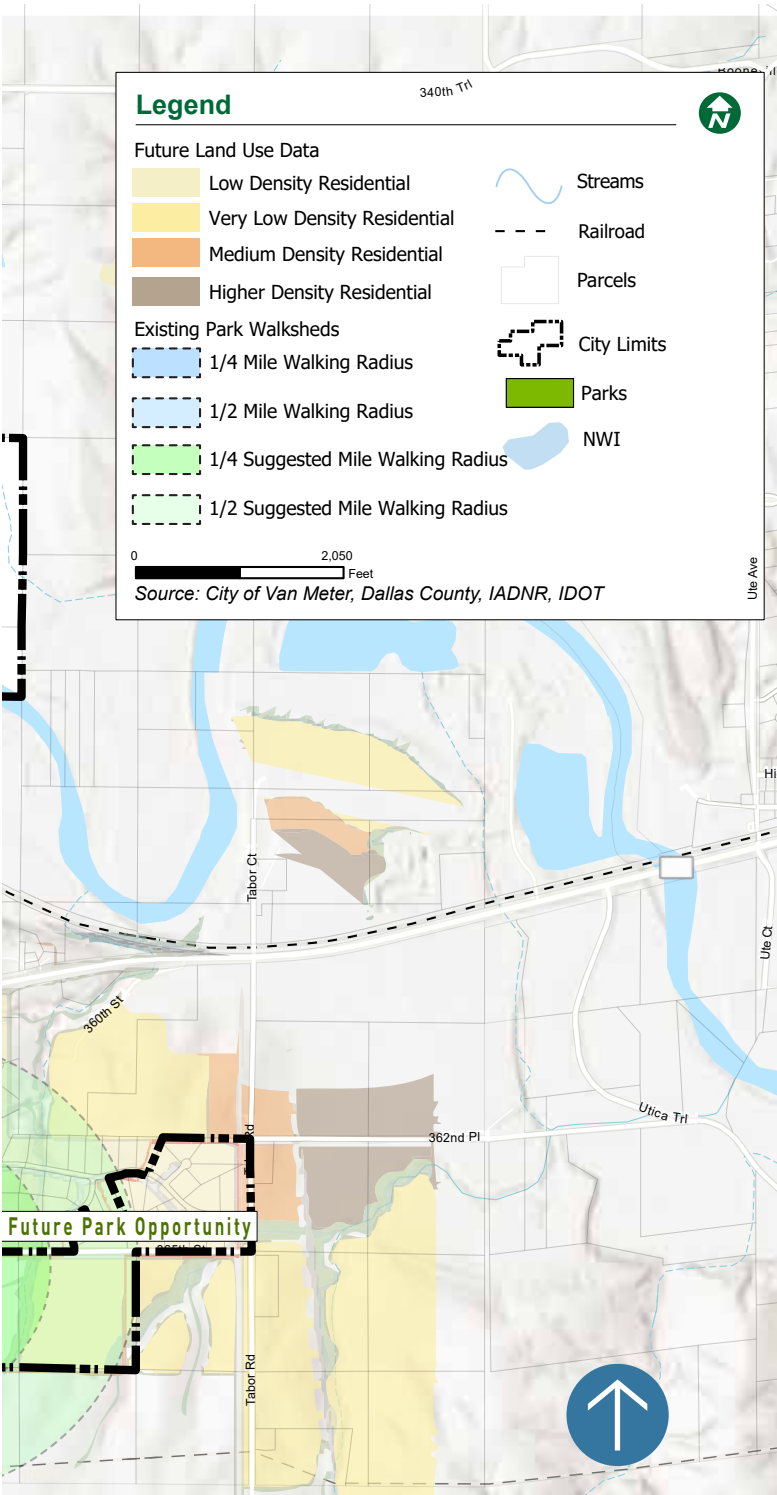


Existing and Future Park Service Areas

Level of Service Analysis

A common goal for communities when considering parkland distribution is that all residents should have access to quality parks within a 10 minute walk of their home. Neighborhood parks should be accessible with a 5-10 minute walk and community scale parks can serve multiple neighborhoods and typically include amenities that reach a broader audience and can accommodate larger events. Understanding where existing parks are situated relative to surrounding land uses and population density is essential for identifying gaps in accessible park space within Van Meter. By mapping park locations against residential, commercial, and undeveloped areas, the city can determine which neighborhoods lack convenient access to recreational amenities. This spatial analysis ensures that future park investments prioritize underserved areas, promoting equity and improving overall community livability.

Evaluating walkability and connectivity between parks and adjacent neighborhoods highlights opportunities to strengthen the city's trail network and pedestrian infrastructure. Areas with limited sidewalks or disconnected paths often present barriers to park access, reducing the effectiveness of existing facilities. Identifying these gaps allows planners to target land dedication opportunities for future parkland and trail corridors, creating a more integrated and accessible park system that supports active transportation and community health.



Community Engagement

A strong park system plan relies on community input gathered through an inclusive engagement process that involves all segments of the population. Because parks and recreation play a role in residents’ everyday lives, their feedback is essential when designing facilities to meet community needs.

The plan was shaped by insights from city staff, elected leaders, and local residents. Throughout the process, city employees and the Parks and Recreation department contributed valuable expertise about the current state of the park system. A project steering committee—made up of city staff, Park and Rec Board members, City Council representatives, and residents—met regularly to review progress, offer feedback, and act as “ambassadors” by sharing updates with other residents and park-goers.

Over the course of the project, hundreds of residents were engaged, resulting in nearly 1,500 interactions through various outreach methods. The next pages explain the different strategies used to involve the community during planning. A summary of the engagement results provides meaningful guidance that helped shape the recommendations and final outcomes of the plan.



Community Input Survey

During a ten-week period, the planning team facilitated public engagement via an accessible online community survey. Throughout the survey’s duration, both city staff and the planning team actively promoted participation within Van Meter. Upon conclusion, 124 residents contributed valuable feedback. The survey results were instrumental in shaping the existing conditions assessment, identifying community needs, and developing recommendations for the plan, thus providing the planning team with meaningful insights into the community’s preferences and priorities concerning the future of the park and trail system.

Pop-up Events

One key strategy employed during the planning process was “engaging people where they are.” The project team participated in two pre-scheduled community events to facilitate direct interaction with residents and gather feedback regarding the future of the Van Meter park system. These events included the annual Raccoon River Days on June 7 and the Fan Fest event on August 22.

During Raccoon River Days, a “dotmocracy” exercise was conducted, enabling participants to indicate their preferences for various park amenities and opportunities by placing colored dots on images. Informational flyers were distributed to adults, directing them to the project website where the community input survey was available. Additionally, display boards depicted both the planning process and the current status of the park system, providing context and prompting further discussion. Community members expressed enthusiasm for the initiative and emphasized the significance of connectivity and walkability between parks and other local destinations, as well as general preferences for locations and programming.

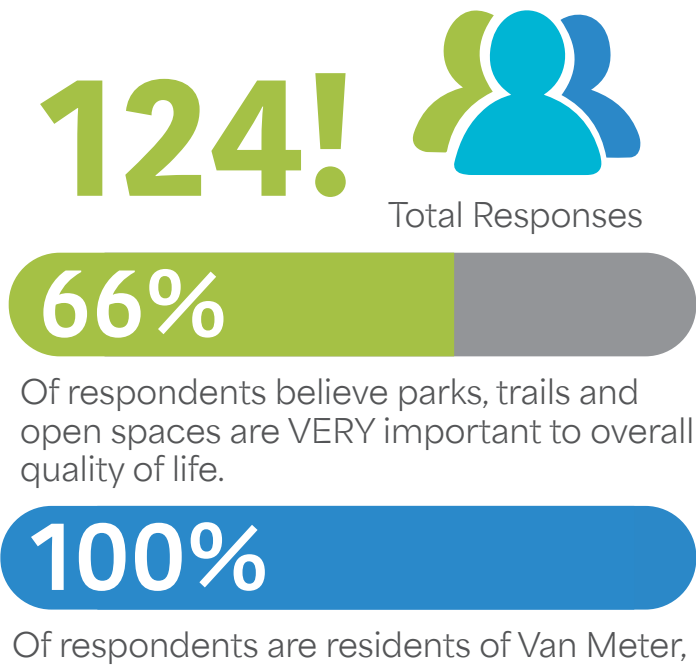
At the Fan Fest event, community members of all ages contributed input on improvement strategies across the park system. Participants voted on the four principal themes identified in the community survey: Trail Systems and Natural Features, Facility Enhancements, Maintenance and Upkeep of Existing Facilities, and Accessibility Enhancements. Visual materials illustrating these themes were presented and attendees were invited to select priorities for future city efforts.



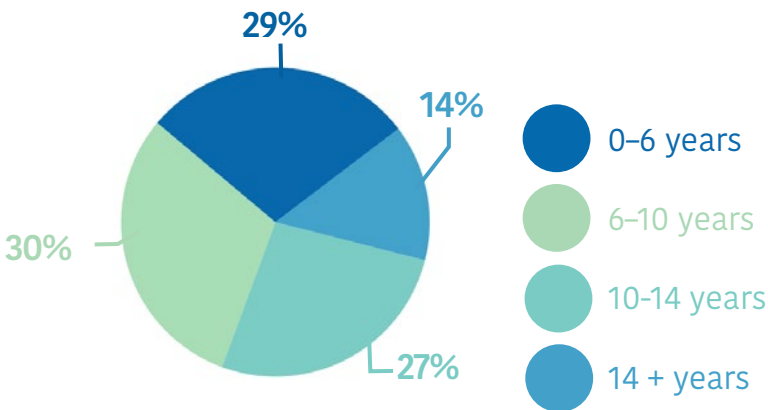
Raccoon River Days Pop-Up Event

Community Survey Results

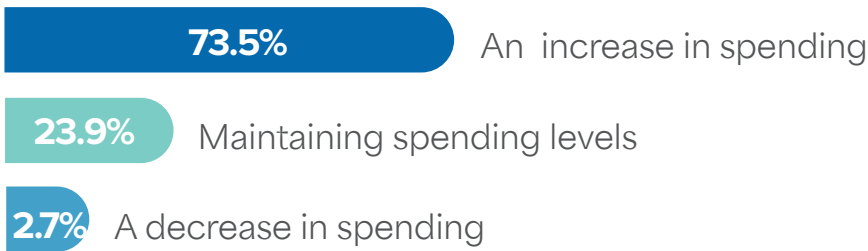
Survey responses



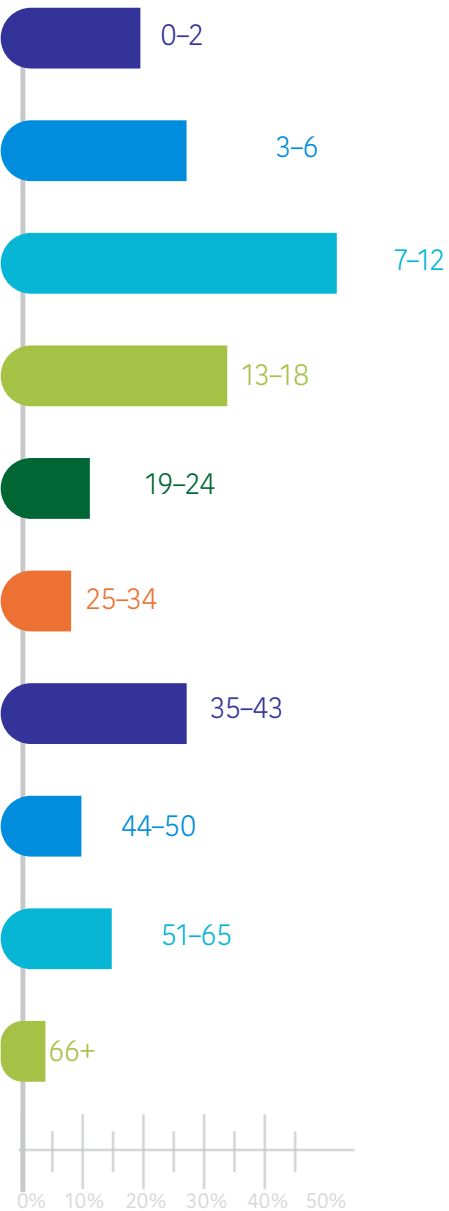
How long have YOU been a resident?



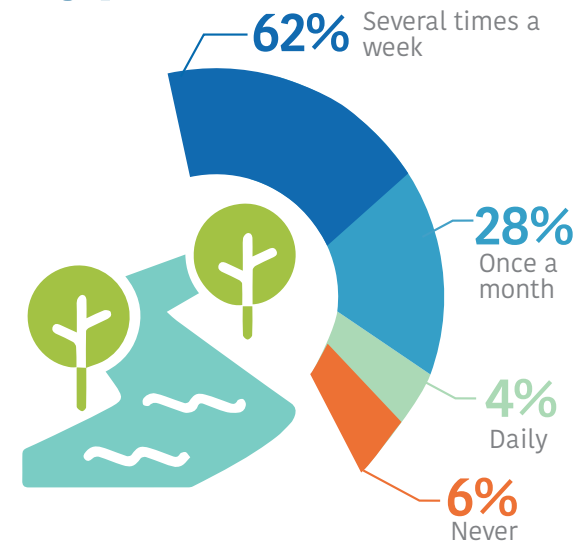
When it comes to investing in parks, which do you support?



Age groups present in respondent households



How often do people visit city parks or trails?



Top organized sports participation

Baseball/Softball

81.7% (89 out of 109 respondents)

Top informal sports participation

Soccer

45% (50 out of 111 respondents)

Why are some parks visited more?



What facilities and amenities would you like to see enhanced?



1st
Using walking & running trails



2nd
Using park playgrounds



3rd
Soccer sports teams/leagues



4th
Baseball sports teams/leagues

Other mentioned activities include:

- Bike riding
- Dog Walking
- Hiking
- Softball
- Running
- Disc Golf

Top 3 words that summarize hopes for Van Meter parks ?

“Enrich”

“Maintained”

“Connected”

Parks Most Visited by Respondants



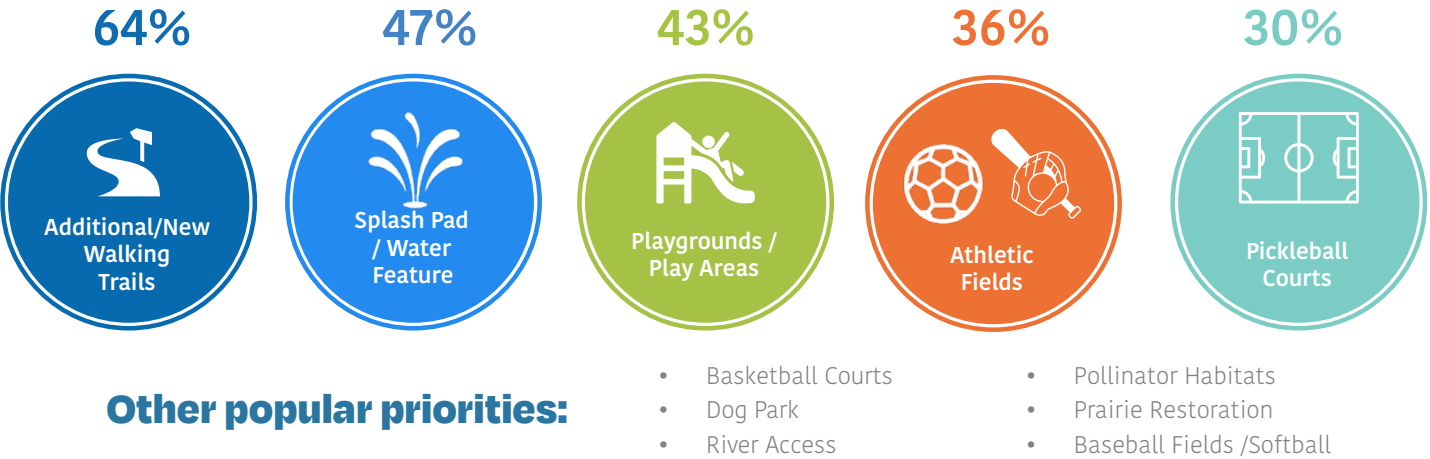
Additional Comments and Themes: # of comments related to...



4 Themes the Community Hopes to Focus On



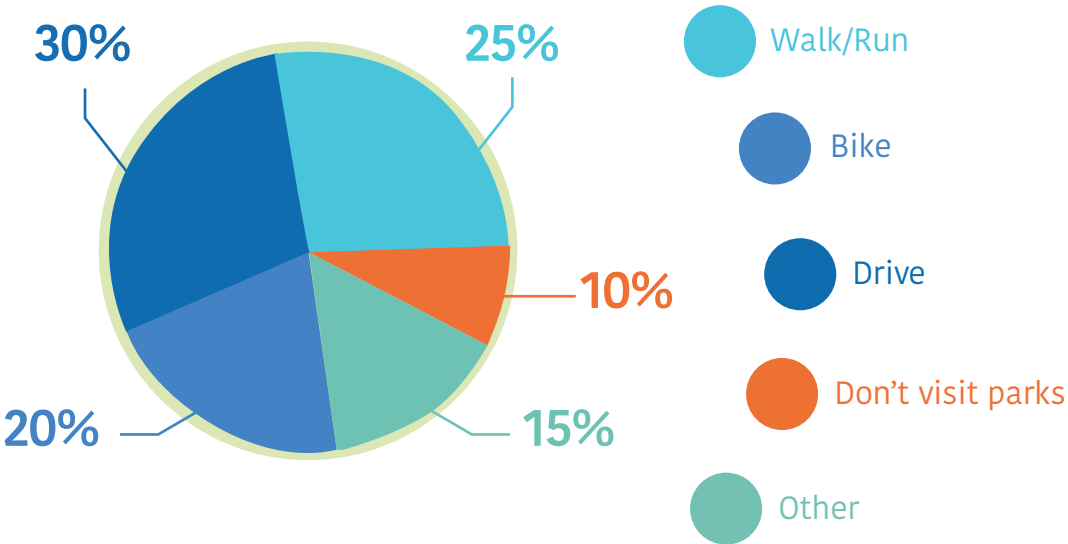
Top Amenities the Community Hopes to Elevate



Top 3 Cold Weather Programs



Community Methods of Travel





4

Parks and Recreation Trends

To effectively serve both current and future residents, it is essential for park and recreation agencies to thoroughly understand emerging social, recreational, and demographic trends related to parks, trails, and open spaces. Consideration of the trends presented in this section of the plan will enable Van Meter to develop facilities and programs that are relevant, inclusive, and responsive to the evolving needs and preferences of the community. By proactively monitoring these developments and collaborating with park and trail users, residents, and partner organizations, park and recreation agencies can ensure decisions align with the best interests of their community.

Van Meter is expected to experience significant changes in the coming years,

including shifts in demographics, alterations in land use and considerable growth. These transitions present both challenges and opportunities for the city to adapt and grow alongside its residents.

The following pages detail several emerging trends in park and recreation, listed without prioritization, that apply to Van Meter. Incorporating these considerations into planning processes and maintaining adaptability in the management and upkeep of parks, trails, and open spaces will be vital as the community continues to evolve.

Outlined on the following pages is a summary of five key park and recreation trends for the city to consider over the next decade and beyond.

Trend 1

Rising Youth Sports Participation

Youth sports participation is rebounding post-COVID, with 2023 seeing the highest rate since 2015. Girls’ participation is increasing, while boys’ participation is declining. This is in part driven by the “Caitlin Clark effect”, the former Iowa Hawkeye basketball star who has dramatically boosted interest in girls basketball and youth sports overall.

Families now spend an average of \$1,500 annually per child on youth sports. This influx in participation and financial investment in youth sports presents a growing concern over early sport specialization, which can lead to burnout and injury. Experts advocate for multi-sport participation and recreational formats that emphasize fun and development over competition. **This aligns well with small-town values and school based sports systems.**

Source: 2024 State of Play report from Project Play through the Aspen Institute. <https://projectplay.org/state-of-play-2024-introduction>



Trend 2

Inclusivity & Accessibility

Adaptive, inclusive, and accessible programming and facilities in parks play an important role in promoting community diversity and cohesion. Focusing on inclusive park programming and facilities provides opportunities for social interaction and physical activity for people of various abilities and backgrounds. Diversity in recreational spaces contributes to improved understanding among community members and supports positive community dynamics.

Historically, some park and recreation agencies have experienced challenges in making their recreation spaces inclusive and accessible for all residents, regardless of physical or cognitive ability. To allow residents of differing abilities to participate in park programming and recreational activities, these agencies may need to increase efforts to support access for underrepresented groups.

→ **90%**
of U.S. adults agree it is important that local park and recreation agencies create and provide recreation programming that is adaptive and inclusive to persons of all abilities

→ **81%**
of U.S. adults want parks and recreation agencies to prioritize inclusivity and accessibility through their policies and practices

→ **1 in 3**
park and recreation agencies offer adaptive and inclusive sports activities for community members to engage in

Source: Top Trends in Parks and Recreation for 2024, NRPA



Trend 3

Partnerships For Success

Park and recreation agencies generally build, operate, and maintain park and trail systems with assistance from local, state, and federal grants and programs. Due to recent declines in public funding for parks, some outdoor recreational areas face deferred maintenance and limited opportunities to create new facilities and amenities. To meet community needs, agencies may need to explore alternative funding sources to sustain their recreation systems. **One approach is to develop partnerships that support parks.**

Partnerships with public, private, nonprofit, and philanthropic organizations can help address resource gaps and specific community requirements. These collaborations should be structured carefully, ensuring each partner understands their responsibilities in the design, development, and operation of park spaces. Some recommended strategies for maximizing partnership opportunities are provided in the Urban Land Institute’s “Successful Partnerships for Parks” document:

- Utilize real estate development to improve park access and quality
- Support park funding by associating nearby development with new tax revenues directed towards park assets
- Collaborate to engage residents and address locally identified park priorities
- Establish relationships that invest in park infrastructure to strengthen community resilience
- Work with Van Meter School District to provide athletic facilities for youth within the district

→ **85%**
of U.S residents identify proximity to parks, playgrounds, open space or recreation centers as an important factor in deciding where to live

→ **\$ 1 billion**
the total amount of deferred park maintenance in many large U.S. cities

→ **92%**
of U.S. residents say their communities benefit from local parks

Source: Successful Partnerships for Parks: Collaborative Approaches to Advance Equitable Access to Open Space,” https://americas.uli.org/wp-content/uploads/ULI-Documents/Successful_Partnerships_for_Parks.pdf



Source: Van Meter School District

Trend 4

Non-Traditional Recreation

Recreation trends evolve in response to societal shifts and changing preferences over time. **In recent years, non-traditional and informal recreational activities have become increasingly prevalent in parks, trails, and open spaces nationwide.** These opportunities tend to be more inclusive, appealing to a broader spectrum of community members and fostering participation from individuals of varying backgrounds, age groups, and abilities. Furthermore, such programming can often be implemented without placing significant strain on the typically constrained budgets of park and recreation agencies.

For individuals who are unable to participate in higher-impact or competitive sports such as football, basketball, volleyball, and baseball/softball, passive and individual activities provide alternative means for physical activity and social engagement. Examples of these activities include walking, biking, hiking, paddling, fishing, skating, and skiing, which accommodate users across all ages, abilities, and interests. **Additional informal recreation initiatives may comprise family engagement events, seasonal festivals, karaoke or movie nights in the park, entertainment tailored to older adults, interactive programs for adults with youthful interests, and collaborative efforts with local libraries and schools.**

As demand for non-traditional and informal recreation options continues to shift, it is imperative for park and recreation agencies to periodically evaluate their offerings and adapt programming to meet evolving community needs.



Trend 5

Nature Based Recreation

Across the country, municipal park and recreation agencies are embracing nature-based recreation as a vital strategy for community well-being, environmental stewardship, and climate resilience. As urban areas expand and screen time increases, residents are seeking meaningful connections with nature—prompting a surge in demand for outdoor experiences that promote health, education, and sustainability.

Agencies are responding by investing in green infrastructure, such as pollinator gardens, native prairie restoration, and riparian buffers that double as recreational spaces and ecological assets. Trails, nature play areas, and outdoor classrooms are being designed to foster exploration and learning across all age groups. Programs like guided hikes, birdwatching, and citizen science initiatives are gaining popularity, especially among families and older adults.

Nature-based recreation also supports equity goals by offering low-cost, accessible opportunities for physical activity and mental health benefits. In smaller communities like Van Meter, Iowa, these trends align with local values and landscapes—creating spaces that reflect regional identity while addressing broader challenges like climate adaptation and social isolation.



NRPA Benchmark Comparison

470

Residents per Park
Median = 1,037

15.3

Acres of Parkland
per 1,000 Residents
Median = 14.8

Community Comparison

Earlham	471
Adel	1,112
Elkhart	1,140
Huxley	808
Granger	658
Dallas Center	401

470

Acres of Parkland
Median = 1,037

Per 2024 NRPA Agency Performance Review

NRPA Metrics and Programs Comparison

The following pages use information produced by the NRPA and their annual survey of member agencies. It is estimated that approximately 1,000 different agencies participate in this survey from a total of more than 11,000 nationwide.

This information is meant to provide comparative purposes for the City of Van Meter to influence the outcomes of this park system plan and for future considerations about facility and programming needs.

Interpretation of Table Headings

Amenity - the physical structure of space.

% of Agencies - This is the percentage of agencies submitting information to the NRPA that offer a specific facility or facility type.

Less than 20,000 - Based on the data collected by the NRPA it is the number or residents within communities of a population from Less than 20,000 that a specific amenity will serve.

City of Van Meter - Using the information in the Less than 20,000 column and dividing that into the 2025 estimated population of School District (3,897) it is the approximate number of amenities that the City population will support.

NRPA Metrics and Programs Comparison

Data Use

The School District population can take the data included in the tables and compare to their existing inventory to determine where they either don't meet, meet, or exceed communities of a similar size submitting data to the NRPA.

Table A - Outdoor Park and Recreation Facilities

Amenity	% of Agencies	Less than 20,000	City of Van Meter
Diamond fields	80.0%	1,958	2.0
Rectangular fields	77.0%	2,578	1.5
Tennis Courts - Standalone	74.0%	3,500	1.1
Dog Park	70.0%	10,188	0.4
Skate Parks	47.0%	10,776	0.4
Pickleball Courts - Standalone	45.0%	3,483	1.1
Volleyball Courts - Standalone	51.0%	7,057	0.6
Splash Pads	38.0%	13,391	0.3
Walking/Running Tracks	36.0%	6,129	0.6
Synthetic Fields	17.0%	11,028	0.4
Overlay Fields	15.0%	7,932	0.5

Sample Interpretation: 38.0% of agencies submitting data to the NRPA offer Splash Pads to their community and it is estimated that in communities with a population of Less than 20,000 one (1) Splash Pad serves the needs of 13,391 individuals. Subsequently, Van Meter, with its 2025 estimated population of 3,897, would support 0.3 Splash Pads.

NRPA Metrics and Programs Comparison

Table B - Program Categories (national)

The information contained in Table B is static, which is to say it is not tailored to the population of the City of Van Meter. This data is reflective of the number of agencies submitting information to the NRPA that offer these types of programs.

Categories	% of Agencies
Themed Special Events	91.0%
Social Recreation Events	88.0%
Team Sports	86.0%
Health & Wellness Education	82.0%
Fitness Enhancement Classes	82.0%
Individual Sports	76.0%
Racquet Sports	76.0%
Safety Training	71.0%
Natural & Cultural History Activities	70.0%
Aquatics	68.0%
Cultural Crafts	67.0%
Visual Arts	65.0%
Performing Arts	64.0%
Trips & Tours	63.0%
Martial Arts	57.0%
Running/Cycling Races	55.0%
Golf	50.0%
E-Sports/E-Gaming	27.0%

- The median number of programs offered by agencies submitting information to the NRPA is 250 programs annually.
- The percentage of programs that are fee based according to agencies submitting information to the NRPA is 82.0%.

NRPA Metrics and Programs Comparison

Table C - Programs for Children, Older Adults, Disabilities (national)

Amenity	% of Agencies	Less than 20,000
Summer Camp	83.0%	93.0%
Specific Senior Programs	77.0%	85.0%
Specific Teen Programs	68.0%	82.0%
Programs for People w/ Disabilities	67.0%	85.0%
STEM Programs	60.0%	77.0%
After-School Programs	54.0%	74.0%
Preschool	33.0%	41.0%
Before-School Programs	18.0%	23.0%
Full Daycare	8.0%	12.0%
Summer Camp	83.0%	93.0%

NRPA Metrics and Programs Comparison

Table D - Responsibilities of Park & Recreation Agencies

Amenity	% of Agencies
Park Sites	98.0%
Recreation Programming & Services	93.0%
Indoor Facilities	93.0%
Trails, Greenways and/or Blueways	88.0%
Jurisdiction-Wide Special Events	82.0%
Racquet Sport Activities/Courts/Facilities	80.0%
Special Purpose Parks & Open Spaces	76.0%
Non-Park Sites	70.0%
Outdoor Swim Facilities/Water Parks	67.0%
Tournament/Event-Quality Outdoor Sports Complexes	56.0%
Community Gardens	50.0%
Tourism Attractions	40.0%
Golf Coursers	38.0%
Large Performance Outdoor Amphitheaters	35.0%
Indoor Swim Facilities/Water Parks	32.0%
Beaches (all waterbody types)	27.0%
Farmers Markets	22.0%
Campgrounds	22.0%
Tournament/Event-Quality Indoor Sports Complexes	21.0%
Indoor Performing Arts Centers	19.0%
Marinas	13.0%
Professional or College-Type Stadium/Arena/Racetrack	10.0%

Sports and Recreation

Participation Evaluation

The project team provided a variety of participation data to the City as part of the overall master plan. Three sets of data were included:

- MRI-Simmons with application by ESRI to adult participation.
- National Sporting Goods Association (NSGA) – data for participants aged 7 and up from most recent (2024) survey.
- National Endowment for the Arts (NEA) – data for all ages, data collected post COVID.

The adult participation data from MRI-Simmons shows a very active adult community, with only 9 of the 28 activities having a rate of participation below the national average. An active adult community typically indicates an active youth community. It is also important to note that some of the activities outlined can be self-directed and do not necessarily need a dedicated facility, while others require more specialized facilities and/or instruction

Using the data from the NSGA, the project identified activities that were similar to programs the City offers or facilities that they maintain. These participation percentages provided by NSGA were used to develop an average that is unique to the Primary Service Area. That unique average is based on participation by age distribution, median household income, and region of the country. Most of the field activities that were highlighted show growth, or they are static in their participation history. There are some activities that are decreasing on a national level but are still population because of their broad age spectrum appeal.

The participation data from the NEA is not as robust as that of the NSGA and cannot be regionalized or manipulated in the same way. Therefor the percentages of participation are national figures. The participation information does illustrate growth in participation for what the project team would refer to as “enrichment” opportunities. It is important to note on the national level that a decrease in these types of class opportunities at school has led to an increase in demand for parks and recreation departments to offer this type of programming.

To continue to offer existing programs, and to expand those offerings, the project team feels the City needs to pursue two paths. The first, is that the City will need to invest in parks and recreation infrastructure (fields, facilities, equipment, sidewalks, trails, etc.). The second is that the City should strongly consider strengthening the partnership between the City and School District as it relates to both indoor and outdoor facility usage. The City cannot afford to build their own indoor facility, but based on participation data, there is the market to suggest they could offer indoor programming. Use of School District facilities would be a primary method of delivery for these programs.

Sports and Recreation

Market Potential Index for Adult Participation

Using ESRI the project team accessed data regarding adult participation in a variety of activities that could take place at an indoor facility. The following data (Table A) illustrates the Market Potential Index (MPI) in the service areas.

MPI measures the relative likelihood of the adults or households in the specified trade area to exhibit certain consumer behaviors or purchase patterns compared to the U.S. An MPI of 100 represents the U.S. average.

Source: This data is based upon national propensities to use various products and services, applied to local demographic composition. Usage data were collected by MRI-Simmons in a national representative survey of U.S. households, with ESRI providing forecasting.

This table indicates that the overall propensity for adults to participate in activities is only lower than the national number of 100 in 9 of the 28 activities. In many cases, when a participation number is lower than the National number, this is due to a lack of facilities or an inability to pay for services and programs. In addition to analyzing the demographic realities of the service areas, it is possible to project possible participation in recreation and sport activities.

Participation Numbers: On an annual basis, the National Sporting Goods Association (NSGA) conducts an in-depth study and survey of how Americans spend their leisure time. The data is collected in one year and the report is issued in May of the following year. This information provides the data necessary to overlay rate of participation onto the Primary Service Area to determine market potential.

B*K takes the national average and combines that with participation percentages of the Primary Service Area based upon age distribution, median income, region and National number. Those four percentages are then averaged together to create a unique participation percentage for the service area. This participation percentage, when applied to the population of the Primary Service Area then provides an idea of the market potential for a variety of recreation activities.

Table A - Market Potential Index (MPI) for Adult Participation

Adult participation:	Number of Adults	Percent	MPI
Aerobic Exercise	283	8.9%	120
Baseball	91	2.9%	96
Basketball	185	5.9%	102
Bicycling (mountain)	127	4.0%	127
Bicycling (road)	447	14.1%	141
Boxing	46	1.5%	81
Cornhole	301	9.5%	100
CrossFit	50	1.6%	92
Football	89	2.8%	102
Frisbee	85	2.7%	93
Golf	325	10.3%	128
Jogging or Running	402	12.7%	123
Kickboxing	39	1.2%	88
Marathon/Triathlon	31	1.0%	87
Martial Arts	33	1.0%	79
Pickleball	147	4.7%	128
Pilates	141	4.5%	138
Ping Pong	152	4.8%	120
Soccer	125	4.0%	106
Softball	57	1.8%	100
Spinning	68	2.2%	129
Swimming	607	19.2%	118
Tennis	153	4.8%	136
Volleyball	78	2.5%	93
Walking for Exercise	1,256	39.7%	123
Weightlifting	622	19.7%	129
Yoga	379	12.0%	125
Zumba	76	2.4%	88

Sports and Recreation

Participation Evaluation

Table B - Participation Rates in the Primary Service Area

	Age	Income	Region	Nation	Average
Baseball	3.8%	4.2%	2.2%	3.5%	3.4%
Cheerleading	1.4%	1.8%	0.4%	1.3%	1.2%
Exercise Walking	33.3%	35.0%	33.8%	34.0%	34.0%
Football (flag)	2.4%	2.7%	0.6%	2.2%	2.0%
Football (tackle)	2.3%	2.6%	1.7%	2.1%	2.2%
Football (touch)	2.3%	2.2%	0.7%	2.2%	1.9%
Golf	6.9%	7.7%	5.7%	7.0%	6.8%
Lacrosse	0.9%	1.5%	0.6%	0.9%	1.0%
Pickleball	5.1%	5.7%	2.3%	5.0%	4.5%
Running/jogging	13.1%	13.3%	10.8%	13.1%	12.6%
Soccer	5.6%	5.7%	2.9%	5.1%	4.8%
Softball	2.7%	3.3%	1.2%	2.5%	2.4%
Tennis	5.0%	5.1%	3.3%	4.8%	4.5%
Volleyball	3.7%	3.8%	3.2%	3.5%	3.6%
Wrestling	1.2%	1.2%	0.5%	1.2%	1.0%
Yoga	9.0%	9.5%	7.2%	9.3%	8.7%

Age:Participation based on individuals ages 7 & Up of the Service Area.

Income: Participation based on the 2024 estimated median household income in the Service Area.

Region: Participation based on regional statistics (West-North Central).

National: Participation based on national statistics.

Average: Average of the four columns.

Anticipated Participation Number: Utilizing the average percentage from Table B above plus the 2020 census information and census estimates for 2024 and 2029 (over age 7) the following comparisons are available.

Sports and Recreation

Participation Evaluation

Table C- Participation Growth or Decline for Activities in Primary Service Area

Indoor Activities	Average	2020 Pop	2024 Pop	2029 Pop	Difference
Baseball	3.4%	111	122	142	30
Cheerleading	1.2%	40	44	51	11
Exercise Walking	34.0%	1,107	1,209	1,410	303
Football (flag)	2.0%	64	70	81	17
Football (tackle)	2.2%	71	78	91	19
Football (touch)	1.9%	61	66	77	17
Golf	6.8%	222	243	283	61
Lacrosse	1.0%	32	35	41	9
Pickleball	4.5%	148	161	188	40
Running/jogging	12.6%	409	447	521	112
Soccer	4.8%	157	172	200	43
Softball	2.4%	79	86	101	22
Tennis	4.5%	148	162	188	40
Volleyball	3.6%	116	127	148	32
Wrestling	1.0%	34	37	43	9
Yoga	8.7%	285	311	362	78

Note: These figures do not necessarily translate into attendance figures for various activities or programs. The “Did Not Participate” statistics refers to all 58 activities outlined in the NSGA 2024 Survey Instrument.

Sports and Recreation

Participation Evaluation

Table D - National Sports Participation Summary

National Summary of Sports Participation: The following chart summarizes participation for indoor activities utilizing information from the 2024 National Sporting Goods Association survey.

Sport	Unique Percent	Nat'l Rank ¹	Nat'l Participation (in millions)
Exercise Walking	33.6%	1	105.1
Exercising w/ Equipment	17.0%	3	50.7
Swimming	15.1%	4	46.9
Bicycle Riding	13.7%	5	40.6
Running/Jogging	13.2%	6	40.4
Weightlifting	12.8%	8	37.6
Workout @ Club	9.6%	9	30.7
Yoga	9.2%	12	28.6
Basketball	8.3%	13	23.9
Golf	6.5%	16	21.6
Soccer	5.2%	18	15.8
Pickleball	4.3%	19	15.4
Tennis	5.0%	20	15.0
Volleyball	3.7%	26	10.8
Baseball	3.5%	27	10.7
Pilates	2.4%	30	8.0
Softball	2.5%	31	7.9
Canoeing	3.3%	32	7.3
Football (touch)	2.0%	35	6.8
Football (flag)	2.0%	37	6.7
Gymnastics	2.4%	40	6.5
Martial Arts/MMA	2.1%	41	6.3
Boxing	2.0%	45	6.0
Cheerleading	1.2%	50	3.7
Wrestling	1.1%	51	3.7
Lacrosse	0.9%	56	2.6

Nat'l Rank: :
Popularity of sport based on national survey.

Nat'l Participation:
Population that participate in this sport on national survey.

Sports and Recreation

Participation Evaluation

Table E - Participation by Age Group:

National Participation by Age Group:
Within the NSGA survey, participation is broken down by age groups. As such B*K can identify the top 3 age groups participating in the activities reflected in this report.

Activity	Largest	Second Largest	Third Largest
Aerobic	35-44	25-34	45-54
Baseball	7-11	12-17	35-44
Basketball	12-17	25-34	35-44
Bicycle Riding	7-11	35-44	25-34
Boxing	25-34	35-44	18-24
Canoeing	25-34	35-44	45-54
Cheerleading	12-17	7-11	35-44
Exercise Walking	55-64	25-34	35-44
Exercise w/ Equipment	25-34	35-44	45-54
Football (flag)	7-11	12-17	25-34
Football (touch)	12-17	25-34	35-44
Golf	35-44	25-34	55-64
Gymnastics	7-11	12-17	25-34
Lacrosse	12-17	25-34	7-11
Martial Arts/MMA	7-11	12-17	35-44
Pickleball	55-64	45-54	35-44
Pilates	25-34	35-44	45-54
Running/Jogging	25-34	35-44	12-17
Soccer	7-11	12-17	25-34
Softball	7-11	12-17	35-44
Swimming	35-44	25-34	7-11
Tennis	35-44	25-343	12-17
Volleyball	12-17	25-34	35-44
Weightlifting	25-34	35-44	45-54
Workout @ Clubs	25-34	335-44	45-54
Wrestling	12-17	35-44	25-34
Yoga	25-34	35-44	45-54

Largest: Age group with the highest rate of participation.
Second Largest: Age group with the second highest rate of participation
Third Largest: Age group with the third highest rate of participation.



5

Recommendations and Implementation

The Recommendations chapter outlines a strategic roadmap for enhancing Van Meter’s parks and recreation system in alignment with community needs, growth trends, and long-term sustainability. Building on the findings from the existing conditions analysis and community engagement, this chapter presents a series of actionable strategies designed to improve access, equity, quality, and connectivity across the city’s park network. Key recommendations include the development of new neighborhood parks in underserved areas, expansion of the city’s trail system to improve walkability and regional connections, and upgrades to existing facilities to ensure they are

inclusive, safe, and adaptable for year-round use. The plan also emphasizes the importance of preserving natural areas, integrating green infrastructure, and enhancing recreational programming to serve all age groups and interests. As the city grows, one of the most important strategies to implement and enforce, will be the establishment of new park space through parkland dedication in new developments or accepting parkland dedication fees, in-lieu of land. The following provides an overview of the city’s current parkland dedication ordinance, along with suggested modifications for consideration.

Parkland Dedication Summary

The City of Van Meter requires that all new residential developments—such as subdivisions, planned unit developments (PUDs), and site plans—contribute to the city’s park system through parkland dedication, per the city’s zoning code. This requirement ensures that as the city grows, adequate public park space is provided to support the health, safety, and welfare of current and future residents.

Here is a summary of Van Meter’s current Parkland Dedication according to chapter 173 of the Zoning Code of Ordinances, highlighted items are of critical importance to follow as the city considers new parkland.



Purpose:

Ensure new development includes or supports public parkland in alignment with the City’s Comprehensive Plan and long-range community goals

Applicability:

Applies to all residential developments, including subdivisions and PUDs.

Dedication Requirement:

Developers must dedicate a portion of land or provide a fee-in-lieu if land dedication is not feasible

Trail Easements:

In some cases (where indicated in the comprehensive plan), developers may be required to dedicate land or easements for trails to enhance connectivity

Stream Buffers:

Dedication of stream buffers may be required and can count toward parkland requirements

Minimum Standards:

Dedicated land must meet minimum size, location, and usability standards to be accepted
Min. 20,000 square feet

Shall be considered usable park space, shall not located within a floodplain, not used for storm water detention and shall not have cross slopes that exceed 5%

Alternatives and Credits:

Developers may receive credits for private recreational amenities or other contributions that align with city goals

Enforcement and Compliance:

The ordinance includes provisions for agreements, surety, and penalties to ensure compliance

Park Dedication Fees: A Strategic Tool for Van Meter’s Growth

As the City of Van Meter experiences increasing development pressure, it is essential to proactively plan for the recreational needs of a growing population. Park dedication fees are a critical funding mechanism that ensures new developments contribute fairly to the expansion and improvement of the city’s park system.

Why Park Dedication Fees Are Needed

01. Population Growth & Development Pressure

Van Meter is seeing a steady rise in residential development. Without dedicated funding, the city risks falling behind in providing adequate parkland and recreational amenities to meet the needs of new residents.

02. Equitable Park Access

Park dedication fees ensure that all neighborhoods—especially new ones—have access to quality parks and open spaces, supporting community health, cohesion, and quality

03. Sustainable Funding for Capital Improvements

These fees provide a predictable, long-term funding source for land acquisition, park design, and construction—reducing reliance on general funds or bonds.

04. Alignment with Comprehensive Planning Goals

The Parks & Recreation Vision Statement within the Comprehensive Plan is “Provide a high-quality parks and recreation system in Van Meter”. Implementation of parkland dedication fees and careful review and approval of establishing new parkland within development, align with Action Item 1 of the comprehensive plan. This is a critical mechanism to support the city’s long-range planning objectives by enabling the timely development of parks and trails in tandem with residential growth.

Decision-Making Criteria: Land Dedication vs. Fee-in-Lieu

Accept Land Dedication When:

01. Meets Minimum Size and Usability Standards

- Parcel is large enough to support meaningful recreational use (e.g., 5+ acres for neighborhood parks)
- Land is flat, accessible, and not encumbered by wetlands, floodplains, or easements
- The city should establish a requirement for providing a MOU at time of preliminary plat and final agreement at final plat

02. Strategic Location

- Land is of sufficient size to support an area identified as underserved in the city's Parks System Plan
- Parcel enhances connectivity to existing parks, trails or other public amenities

03. Supports Long-Term Planning Goals

- Aligns with the city's Comprehensive Plan or Capital Improvement Plan
- Fills a gap in the park system or supports future growth areas

04. Cost-Effective to Develop and Maintain

- Site has access to utilities and infrastructure
- Development and maintenance costs are reasonable, sustainable and consistent with city standards or national public park standards

05. Community Benefit

- Land provides unique natural features, scenic value, or ecological benefits
- Offers opportunities for diverse recreational uses that serve multiple age groups and user types



Accept Fee-in-Lieu When:

01. Land Offered is Inadequate

- Parcel is too small, poorly located, or unsuitable for park development
- The land is fragmented, lacks connectivity, or is isolated from existing public spaces and infrastructure

02. City Has Higher Priority Projects

- Available funds may be more effectively used to enhance or expand existing parks in alignment with identified priorities
- City has identified a more strategic location for park investment

03. Administrative Efficiency

- Managing small or scattered parcels would strain city resources
- Fee allows for more flexible and impactful park development

04. Equity and Fairness

- Ensures all developments contribute equitably, even if land isn't feasible
- Supports balanced park access and investment across all areas of the city

Park System Improvement Recommendations

The City of Van Meter requires a comprehensive strategy for maintaining existing park and recreation facilities, implementing proactive operational and maintenance approaches, and establishing policies and procedures that support the expansion of the park system in alignment with community growth.

The recommendations developed through this planning process are intended to serve as a framework for preserving, restoring, and enhancing the community’s parks and open spaces in response to identified community needs. While some improvements may be accomplished with minimal capital investment, others will require securing funding, developing detailed plans, and managing phased construction over time. This plan anticipates that cumulative enhancements—both within individual parks and across the broader system—will be implemented incrementally as financial resources become available and partnerships with public and private stakeholders are established.

As is common in many municipalities, the demand for funding park and open space initiatives frequently exceeds the city’s budgetary capacity and may be deprioritized relative to other critical infrastructure investments. Consequently, it is essential for the city to pursue both public and private funding sources. Completion of this plan, along with corresponding construction cost estimates, positions the city to strategically identify and secure the additional resources required to implement specific projects.

It is important to recognize that each project will necessitate further analysis and design, which will refine project scopes and cost estimates. The information provided herein is intended exclusively for planning and budgeting purposes. All recommendations are the result of a thorough evaluation of existing park and recreation infrastructure, analysis of community feedback, and comprehensive review by city staff and the project steering committee.

While considering the recommendations it is important to remember:

- **73% of community members that participated in the survey, support an increase in city funding for parks**
- **Continual increase in population demand will continue to put increase demand and wear on existing park facilities**
- **Growing the park system while growing the population is important and should be done so to reduce gaps in park distribution across the community**

The subsequent pages include an implementation matrix summarizing each project, policy, strategy, or program arising from the planning process. This matrix offers essential details on implementation, including project priorities and phases, locations, estimated budgets, anticipated operational impacts, and revenue generation considerations.

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Park System Improvement Matrix

Estimated Timing	Priority Ranking	Park / Facility	Recommendation Type	Improvement Strategy / Description	Estimated Cost	Operational Impact	Revenue Increase (Yes, No, Maybe)	Impact (High, Medium, Low)
0-5 Years	1	General / System-Wide	Operations	Develop and implement 5-Year Park Department budget and Capital Improvement Plan	Min. / Staff Time	Staff Time difficult to estimate impact.	Maybe	Medium
0-5 Years	2	Recreation Complex	Facility	Rehabilitate athletic field turfgrass with consistent annual maintenance program including regular watering, fertilizer and herbicide applications, aerating, topdressing and over-seeding.	\$ 15,000.00	Additional staff time, potential contract of services.	Yes	Medium
0-5 Years	3	Trails and Connectivity	Operations	Conduct sidewalk gap and walkability assessment and establish bi-annual (every 2 years) replacement/infill project.	\$ 50,000.00	Initial impact will be bigger, long term impact, less.	No	Low
0-5 Years	4	General / System-Wide	Facility	Develop new park in Grand Ridge Estates subdivision	\$ 450,000.00	Will increase the responsibilities of current and future staff.	Maybe	High
0-5 Years	5	General / System-Wide	Policy/Code	Amend parkland dedication in City Code to ensure future parkland is established as city grows	Min. / Staff Time	Minor impact on staffing time. Be sure to develop in a way that the City doesn't get "left over" parcels.	No	Low
0-5 Years	6	General / System-Wide	Facility	Acquire land for new recreation complex	TBD	Some impact on staff negotiating terms	Maybe	Low
0-5 Years	7	Johnson Park	Facility	Install picnic shelter adjacent parking lot	\$ 75,000.00	Will require some additional staff time monthly/annual.	Maybe	Medium
0-5 Years	8	Johnson Park	Operations	Monitor tree and vegetation health and actively manage invasive species	\$ 1,500.00	A new initiative for the City, who will be responsible for this, existing, new position?	No	Medium-High
0-5 Years	9	Trindle Park (DCCB)	Facility	Connect trail access to school detention pond.	DCCB	May require some additional staffing time with annual maintenance of trail, opportunity for partnership with SD.	No	Low
0-5 Years	10	Trails and Connectivity	Connectivity	Create accessible sidewalk connections into all Van Meter parks and incorporate sidewalk and trail routes within future parks.	TBD	Long term impact is minimal in terms of operations.	No	Low
0-5 Years	11	General / System-Wide	Communications	Create annual funding campaign and sponsorship program which indicates opportunities for donations and sponsorships for events and at facilities	Min. / Staff Time	Someone has to spearhead this project, not always a great fit within parks and recreation. There is also follow-up to donors and how dollars are spent.	Yes	Medium
0-5 Years	12	Recreation Complex	Facility	Update ballfields with skinned infields, moveable pitching mounds, and multiple baselines to function as more multi-purpose fields.	\$ 130,000.00	This could have an increase on staff responsibilities as it will likely facilitate more use of the spaces.	Yes	Medium
0-5 Years	13	Johnson Park	Facility	Install park map that indicates the different opportunities amenities that exist in the park including the disc golf course map, play areas and natural features.	\$ 3,000.00	Minor impact on staffing time and maintenance. Will need to be updated at some point. Also consider inclusion of QR code and some updates can happen electronically.	No	Low
0-5 Years	14	Memorial Park	Facility	Plant shade trees along walks and gathering spaces but not impact park functions	\$ 5,000.00	Long term impact will be to prune trees, so there will be some impact on staff time.	No	Medium
0-5 Years	15	Trindle Park (DCCB)	Facility	Pedestrian access into the park and to amenities.	DCCB	Depending on the type of access (pavement) there can be an impact to the staffing and improvement budget.	No	Low
	16	General / System-Wide	Operations	Re-evaluate/adjust recreation programming fees and establish schedule for adjusting fees in the future	Min. / Staff Time	Initial impact on staff could be significant, but will lead to less time in the future as it relates to establishing fees. It will also likely lead to greater revenue generation.	Yes	Medium

Park System Improvement Matrix

Estimated Timing	Priority Ranking	Park / Facility	Recommendation Type	Improvement Strategy / Description	Estimated Cost	Operational Impact	Revenue Increase (Yes, No, Maybe)	Impact (High, Medium, Low)
0-5 Years	17	Memorial Park	Facility	Install portable toilet enclosure	\$ 5,000.00	Minimal impact on staffing but will require regular upkeep and eventual replacement.	No	Low
0-5 Years	18	Trails and Connectivity	Policy/Code	Preserve natural drainage features and greenways for establishing trail connections between subdivisions and neighborhoods.	TBD	Minimal initial impact but could require unique maintenance solutions when complete	No	Low
5-10 Years	19	Johnson Park	Facility	Replace drinking fountain (currently inoperable)	\$ 6,000.00	Minimal impact on staffing but will require regular upkeep and eventual replacement.	No	Low
5-10 Years	20	General / System-Wide	Facility	Acquire/identify land for pickleball, tennis and basketball facility	\$ 45,000.00		Maybe	Low
5-10 Years	21	General / System-Wide	Facility	Construct pickleball, tennis and basketball facility	\$ 750,000.00	This will have a significant impact on staffing. It will require annual inspection to make sure surfaces are playable and weekly inspection when in use. Basketball and tennis/pickleball typically get resurface every 6-8 years so a CIP impact. Will allow for expanded drop-in availability, and some programming depending on staff abilities.	Yes	Medium
5-10 Years	22	General / System-Wide	Communications	Update parks and rec information on city website to include locations of parks, maps and pictures to promote the different outdoor resources in the community	Min. / Staff Time	Depending on who is responsible for updating and maintaining the site, it could have an impact on staff. More and more clients are allowing staff to have some ability to edit information to keep it current.	Maybe	Medium
5-10 Years	23	Recreation Complex	Facility	Replace/upgrade restroom building at ballfields	\$ 200,000.00	Will not impact staff, just required continue level of support that they currently receive.	No	Low
5-10 Years	24	Recreation Complex	Facility	Create accessible parking options with connections to field/spectator areas	TBD	Minimal staff impact, but will impact budget to maintain and upkeep.	No	Low
5-10 Years	25	Johnson Park	Facility	Install safety surfacing at swings	\$ 20,000.00	May decrease staff time depending on what is currently being used, but will need to be reflected in CIP budget.	No	Medium
5-10 Years	26	Trindle Park (DCCB)	Facility	Expand playground with nature based/themed amenities to expand opportunities for 2-12 age visitors.	DCCB	Will expand the staff's responsibilities with regards to playground inspections. Will also anticipate higher use of this playground.	No	High
5-10 Years	27	Recreation Complex	Facility	Install drinking fountain at soccer fields	\$ 7,000.00	Will impact staff seasonal for winter and de-winterization, and also minimal cleaning and upkeep.	No	Low
5-10 Years	28	Johnson Park	Facility	Install permanent restroom	\$ 125,000.00	Will impact staff seasonal for winter and de-winterization, and also minimal cleaning and upkeep.	No	Low
5-10 Years	29	Johnson Park	Facility	Install portable toilet enclosure	TBD	Minimal impact on staffing but will require regular upkeep and eventual replacement.	No	Low
5-10 Years	30	Memorial Park	Facility	Add bike parking with 2-3 bike racks	\$ 5,000.00	Will impact staff with respect to annual inspection and will add to replacement schedule.	No	Low
5-10 Years	31	Memorial Park	Facility	Install small picnic shelter	\$ 60,000.00	Will impact staff with respect to annual upkeep. If these are rentable spaces, may result in increased cleaning with rentals and usage.	Maybe	Medium
5-10 Years	32	Trindle Park (DCCB)	Facility	Interpretive signage and education	DCCB	Will add to replacement schedule.	No	Low

Park System Improvement Matrix

Estimated Timing	Priority Ranking	Park / Facility	Recommendation Type	Improvement Strategy / Description	Estimated Cost	Operational Impact	Revenue Increase (Yes, No, Maybe)	Impact (High, Medium, Low)
5-10 Years		33 City Park	Facility	Develop replacement plan to be included in downtown redevelopment scenarios. Consider opportunities for programming of space to accommodate small downtown gatherings, play features and seating.	TBD	Community special are often the responsibility of parks and recreation departments. Depending on the number of events they may require dedicated staff positions, but definitely will require dedicated staff hours from existing staff. Some departments have entire special events series that are offered year around. This could have a significant financial impact on the department.	Maybe	Medium-High
		34 Recreation Complex	Facility	Install permanent restroom at soccer fields	\$ 200,000.00	Will impact staff seasonal for winter and de-winterization, also daily/weekly cleaning that could be addressed by staff or via contract.	No	Low
10+ Years		35 Recreation Complex	Facility	Replace soccer fields with synthetic turf	TBD	There is the possibility that this will slightly decrease the maintenance needs, but if they are heavily used, it could likely be a continuation of current staff levels. This will allow for significantly higher fees to be assessed. Biggest note is that the turf will need to be replaced in 8-10 years depending on usage, which is a significant capital improvement investment.	Yes	Medium
		36 Recreation Complex	Facility	Install drinking fountain at ballfields	\$ 7,000.00	Will impact staff seasonal for winter and de-winterization, and also minimal cleaning and upkeep.	No	Low
10+ Years		37 Recreation Complex	Facility	Replace pedestrian bridge between B1 and B2 fields	\$ 250,000.00	Will not have a significant impact on staff, but will need to be factored into replacement schedule.	No	Low
10+ Years		38 Johnson Park	Facility	Pave parking lot	TBD	Will not have a significant impact on staff, but will need to be factored into replacement schedule.	No	Low
10+ Years		39 General / System-Wide	Facility	Develop park system signage family and install park entry signs at each city owned park	\$ 80,000.00	Will add to replacement schedule.	No	Low
10+ Years		40 General / System-Wide	Facility	Consider site for future splash pad	TBD	Impact on staff will be winter and de-winterization, unless they contract out that service. Depending on design and filtration, can have a significant, daily, impact on staff to manage chemicals and keep in working order.	Maybe	High
		41 Recreation Complex	Facility	Resurface facility roadway	TBD	Will add to replacement schedule.	No	Low
10+ Years		42 Recreation Complex	Facility	Install portable toilet enclosures (3) and move to more desirable location	\$ 15,000.00	Minimal impact on staffing but will require regular upkeep and eventual replacement.	No	Low
10+ Years		43 Recreation Complex	Facility	Update playground areas and equipment	\$ 250,000.00	Will expand the staff's responsibilities with regards to playground inspections. Will also anticipate higher use of this playground.	No	Medium
		44 Recreation Complex	Facility	Replace batting cages	\$ 30,000.00	Batting cages may impact staff if the choose to set-up and take-down on a seasonal basis.	Maybe	Low
10+ Years		45 Recreation Complex	Facility	Fix scoreboards	TBD	Minal staff impact, inspect seasonally. Will impact replacement schedule.	No	Low
10+ Years		46 Trindle Park (DCCB)	Facility	Additional park shelter	DCCB	Will impact staff with respect to annual upkeep. If these are rentable spaces, may result in increased cleaning with rentals and usage.	Maybe	Medium

Agenda Item #16

Approval of 2026 Banner Sponsorship Program

Submitted for: Discussion and Possible Approval

The Van Meter Parks and Recreation Department proposes the 2026 Banner Sponsorship Program, which offers local businesses and organizations the opportunity to sponsor banners displayed at the Van Meter Recreation Complex. Each banner costs \$500 and will be displayed from March through November, promoting community engagement and supporting parks and recreation initiatives.

Recommendation: Approval

Sample Language: ***Motion to approve the 2026 Banner Sponsorship Program as presented.***

City Councilmember: _____ So moved.

City Councilmember: _____ Second.

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

City Clerk: Akers_____ Brott_____ Grolmus_____ Pelz_____ Westfall_____



2026 Banner Sponsorship Program

The Van Meter Parks and Recreation Department is excited to offer local businesses and community organizations the opportunity to support our parks, programs, and events through the 2026 Banner Sponsorship Program. This initiative allows sponsors to showcase their business while directly contributing to the continued growth and improvement of our community recreation offerings.

Program Details

Sponsorship Cost: \$500 per banner

Banner Size: 4 feet x 6 feet (full color)

Display Duration: Spring – Fall Season (March-November)

Location: Banners will be displayed at the Van Meter Recreation Complex (Soccer, Baseball, & Softball fields)

Design & Printing: Sponsors submit print-ready artwork; City prints and installs banners to ensure quality and uniformity.

Banner Ownership: All banners are property of the Van Meter Parks and Recreation Department and will remain for the duration of the term.

Why Sponsor?

- Promote your business to hundreds of families and visitors who use our parks and attend programs year-round.
- Support the enhancement of recreational facilities, youth and adult programs, and community events.
- Demonstrate your commitment to local quality of life and community engagement.

How to Participate

1. Complete and return the Sponsorship Commitment Form.
2. Submit payment of \$500 to the City of Van Meter (memo: Parks & Rec Banner Sponsorship).
3. Provide artwork in high-resolution digital format (PDF, PNG, or EPS) by the artwork deadline.
4. The City will coordinate printing and installation.

Artwork Deadline: February 28th, 2026

Banner Display Start Date: March 2026

Banner Sponsorship Terms & Conditions

1. Banner Specifications: All banners will be 4 feet by 6 feet in size and printed in full color. All banners will follow the same layout guidelines provided by the Parks and Recreation Department.

2. Artwork Submission: Sponsors are responsible for submitting high-resolution, print-ready artwork by February 28th, 2026. The City reserves the right to reject artwork containing offensive, political, or inappropriate content.

3. Printing and Installation: The City will coordinate printing and installation. Banners will be displayed between the 2026 Spring and Fall seasons (March-November). Sponsors may choose the location/field of the banner; however, The City reserves the right to make final decisions of the placement of banners.

4. Maintenance and Replacement: The City will maintain banners during the display period. If a banner is damaged or worn, the City may remove it. Replacement may be offered at sponsor's expense.

5. Ownership and Removal: Banners remain property of Van Meter Parks and Recreation. After the display period, banners may be recycled or disposed of unless otherwise arranged.

6. Payment Terms: Full payment of \$500 is due upon submission of the sponsorship form. Sponsorships are non-refundable once banner production begins.

7. Renewal: Sponsors will be given first opportunity to renew their sponsorship for the following year before new spaces open to the public.

Agenda Item #17

Staff Reports

- a. City Administration***
- b. Master Trails***
- c. Master Parks***
- d. Public Works***
- e. Fire***
- f. Police***
- g. Library***
- h. Parks & Recreation***
- i. City Attorney***
- j. City Engineer***

1. Software Conversion – Caselle Implementation

The transition to the Caselle system is progressing, with training for miTime and Community Development still pending. The new online payment portal is now the sole option for processing online payments, as the previous Front Desk system was disconnected at the beginning of November. Since this change, we have observed a significant increase in citizens enrolling in autopay for their utility bills.

To ensure a smooth transition, staff proactively reached out to individuals who were still set up through Front Desk and had not yet made their utility payment. Each of these customers received both an email and a mailed letter explaining the new process. The majority responded promptly, creating new online accounts or enrolling in autopay through City Hall. This effort has greatly reduced potential payment disruptions and improved overall customer engagement.

2. Meetings and Collaboration

- a) **Municipal Building Planning:** Staff actively participated in planning sessions for the 601 Main Municipal Building, including a third user group meeting focused on refining the ongoing development plan.
- b) **Rental Inspection Hearing:** Staff attended a scheduled court hearing related to rental inspections, ensuring compliance and supporting city initiatives.

3. Annual Financial Reports

Staff successfully completed and submitted the Annual Street Financial Report and the Tax Increment Financing (TIF) Report by the December 1 deadline. Both reports were prepared in accordance with state requirements, ensuring transparency and compliance with financial regulations.

4. Community Engagement

To support local events and foster community spirit, staff created a themed basket for the Sips and Snacks event held on December 6, 2025. The basket showcased “Staff Favorites” and was donated to the VMCDC, contributing to the success of this community-driven initiative.

5. Employee Reviews

Staff completed self-evaluations as part of the annual review process. Additionally, the City Administrator conducted formal evaluations and held one-on-one discussions with employees to provide feedback, set goals, and encourage professional development.



Work reflected took place between November 11th to December 6th

- November 11th—Silent Book Club Dallas County @ Great White Buffalo Public House
- November 12th—Library Management Training; November Pop YS Live Webinar; Library Board of Trustees Meeting
- November 13th—Stories, Songs & Snacks; Stem Hour
- November 14th—Follett Meeting; ILAF Meeting; Ricochet Academy
- Week of November 17th—Gettin' Crafty @ the Library (Thanksgiving Coloring)
- November 17th—Dallas County Foundation Presentation; Emergency Library Board of Trustees Meeting via Zoom
- November 18th—Stories, Songs & Snacks; Author Talk with Donna Hewlett; Books & Banter
- November 19th—Library Management Training
- November 20th—Invision Meeting; ISLA Meeting; Country Talk
- November 21st—ILA Planning Day in Coralville
- Week of November 24th—Gettin' Crafty @ the Library (Misc. Thanksgiving Crafts)
- November 24th—City Council Workshop
- November 27th-29th—Closed
- December 1st—Day 1 of 12 Days of Holiday Crafts; Meeting with Jamie Champion re: Summer Reading
- December 2nd—Day 2 of 12 Days of Holiday Crafts; Stories, Songs & Snacks; How to Advance in Your Library Career Class
- December 3rd—Day 3 of 12 Days of Holiday Crafts
- December 4th—Day 4 of 12 Days of Holiday Crafts
- December 5th—Day 5 of 12 Days of Holiday Crafts
- December 6th—Winter Fun @ the Library

We have had lots of great programming throughout November. We are two months into our Ricochet Academy. We are grateful to be able to partner with the Dallas County Extension Office to offer this program to our community. The cohort will continue to meet once a month through May, culminating in a service project that will tie into our Summer Reading Program theme, Plant A Seed, Read. I will be applying for a United Way Mini Grant to help off set the cost of the service project (community garden).

Our first Silent Book Club meeting was a success with 24 people attending! The owners of the Great White Buffalo Public House were excellent hosts, and we look forward to holding additional meetings there in the future. Our next meeting will take place on January 18th at Barista's Bouquet in West Des Moines.

For December, we are doing a 12 Days of Holiday Crafts event. Every weekday through December 16th, we will unveil a new craft for our young patrons to complete. We will also be participating in the Holidays are Sweeter in Van Meter with Winter Fun @ the Library on December 6th. Children will be able to write a letter to Santa, make crafts, and attend storytime. We will also have a holiday scavenger hunt that will take participants around town.

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

FY25 At a Glance	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	FY25
Visitors	718	549	432	610	314	2623
Library checkouts	1524	1093	911	1065	877	5470
E-books & e-audiobooks check-out	446	343	410	452	497	2148
Total Circulation	1970	1436	1321	1517	1374	7618
Programs offered	20	0	16	19	17	72
Programming attendance	282	0	204	360	246	1092
Passive program participation	0	0	0	0	0	0
Total Programming	282	0	204	360	246	1092
Library visit schools/daycare	0	0	3	3	3	9
Groups/students visit library	0	0	1	0	0	1
Other Outreach	0	0	0	0	0	0
Total Outreach Participants	0	0	63	49	39	151
Total Outreach Events	0	0	4	3	3	10
Computer usage	6	11	9	15	14	55
Wireless usage visits	42	98	69	120	125	454
Reference questions	91	77	60	72	41	341
ILL Borrow Completed	31	23	11	29	18	112
ILL Lender Completed	17	22	9	9	11	68
Website Visits	487	390	338	370	338	1923

FY26 At a Glance	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	FY26
Visitors	936	641	651	597	444	3269
Library checkouts	1671	1331	1258	1126	854	6240
E-books & e-audiobooks check-out	501	488	441	413	391	2234
Total Circulation	2172	1819	1699	1539	1245	8474
Programs offered	16	0	14	16	16	62
Programming attendance	348	0	237	333	269	1187
Total Programming	348	0	237	333	269	1187
Library visit schools/daycare	0	0	3	5	3	11
Groups/students visit library	0	0	0	0	0	0
Other Outreach	0	0	0	0	0	0
Total Outreach Participants	0	0	59	117	61	237
Total Outreach Events	0	0	3	5	3	11
Computer usage	19	7	8	17	9	60
Wireless usage visits	45	50	45	50	44	234
Reference questions	70	83	78	67	38	336
ILL Borrow Completed	20	29	8	19	21	97
ILL Lender Completed	5	5	8	13	10	41
Website Visits	475	362	350	406	331	1924

December 2025

Monthly Council Report

Sport	Registration # to Date
Youth Basketball	106
Youth Football	84
Youth Flag Football	84
Youth Soccer – Spring	402
Youth Soccer – Fall	351
Little League – Boys	196
Rec Softball - Girls	100

- Final year end participation numbers
- Looking for council approval for our 2026 sponsorship program
 - a. Hoping to start marketing and promotion in January
- The Master Parks Plan has been finalized and will be under the reports page of the packet
- I have submitted my exam application to become a Certified Park and Rec Professional
 - a. Hoping to begin studying at the beginning of the new year if not earlier and take the test late summer 2026'
- Basketball began practicing this week and will start games January 10th
- We will be partnering with Iowa Wolves to have a Van Meter Park & Rec night on January 18th
 - a. I plan to set up a table and help promote our spring programs as well as our new sponsorship program
- I have received my certificate for open meetings & documents training
 - a. I will share that information with the Park & Rec Board
- I have continued conversations with Dash Sports on hosting some youth sports camps in the spring and summer
 - a. Limited gym access has made planning slightly difficult as well as trying to program other activities in the winter
- The soccer board and I have begun conversations for our plans for the soccer fields this spring.
 - a. In short, we will be shutting down a few fields this spring and use them only for games. I will provide more details on next month's report

**VEENSTRA & KIMM INC.**

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December, 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 November:

Right of Way Permit Application Reviews:

- No reviews this month

Subdivision Reviews:

- No reviews this month.

City of Van Meter Construction Projects:

- Water Main Improvements Phase 1 – Final inspection held on November 26, 2025. Punchlist developed for contractor to correct in spring. Partial Payment No. 7 to be sent to the City on December 4, 2025.
- Richland Road Cross culvert – Contractor replaced the concrete patch on November 15, 2025.
- Water Treatment Plant Improvements – V&K sent the SRF Construction Loan application to Iowa DNR. V&K is proceeding with design of the new water treatment plant.
- Data Center Construction Projects
 - Projects on hold waiting for execution of Development Agreement.

Agenda Item #18

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.*