

**NOTICE OF PUBLIC MEETING**  
**Governmental Body: Van Meter City Council**  
**Type of Meeting: Workshop**

**Date of Meeting: Monday, November 25, 2024**

**Time/Location: 6:00pm – Van Meter United Methodist Church, 100 Hazel Street, Van Meter, IA 50261**

Workshop Agenda:

1. Call to Order
2. Approval of Agenda
3. Consent Agenda
  - a. October Building Permit Report
  - b. Resolution #2024-115 Approving the FY24 Annual Urban Renewal Report (moved from 11/11/24)
  - c. Resolution #2024-116 Approving the FY24 Annual Financial Report (moved from 11/11/24)
  - d. Resolution #2024-131 Approving FY24 and FY25 Fund Transfers
  - e. 2<sup>nd</sup> Claims Run November 2024
4. Discussion and Possible Action: Funding of Municipal Building Project at 601 Main Street
5. Discussion and Possible Action: FY26 Tax Rate
6. Discussion and Possible Action: Employee Evaluation Matrix & Timing of Merit Pay Changes
7. Discussion and Possible Action: Speed Limit on 340<sup>th</sup> Trail
8. Discussion and Possible Action: Resolution #2024-132 Adopting SUDAS Standard Specifications
9. Adjournment

# Agenda Item #1

## Call to Order

*Mayor: The time is 6:00pm on Monday, November 25, 2024.*

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

# Agenda Item #2

## Approval of the Agenda

Submitted for: **ACTION**

Recommendation: **APPROVAL**

Sample Language:

*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.*

# Agenda Item #3

## Consent Agenda

Submitted for: **ACTION**

Recommendation: **APPROVAL**

Sample Language:

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

Staff: *Gives review. The Claims List will be provided Monday, November 25, 2024.*

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.*

Building Permit Report

<b>City of Van Meter – October 2024</b>						
	<b>Single Family New Construction</b>	<b>Single Family Improvements</b>	<b>Multi-Residential New Construction</b>	<b>Multi-Residential Improvements</b>	<b>Commercial New Construction</b>	<b>Commercial Improvements</b>
<b># of Permits Issued</b>	3	9	-	-	-	4
<b>Total Valuation</b>	\$1,727,092	-	-	-	-	\$20,000

<b>City of Van Meter – September 2024</b>						
	<b>Single Family New Construction</b>	<b>Single Family Improvements</b>	<b>Multi-Residential New Construction</b>	<b>Multi-Residential Improvements</b>	<b>Commercial New Construction</b>	<b>Commercial Improvements</b>
<b># of Permits Issued</b>	1	1 – driveway approach 2 – sheds	-	-	-	-
<b>Total Valuation</b>	\$437,298	-	-	-	-	-

<b>City of Van Meter – August 2024</b>						
	<b>Single Family New Construction</b>	<b>Single Family Improvements</b>	<b>Multi-Residential New Construction</b>	<b>Multi-Residential Improvements</b>	<b>Commercial New Construction</b>	<b>Commercial Improvements</b>

Building Permit Report

<b># of Permits Issued</b>	2	1	-	-	-	1 – driveway approach
<b>Valuation</b>	\$837,321	\$5,400	-	-	-	-

<b>City of Van Meter – July 2024</b>						
	<b>Single Family New Construction</b>	<b>Single Family Improvements</b>	<b>Multi-Residential New Construction</b>	<b>Multi-Residential Improvements</b>	<b>Commercial New Construction</b>	<b>Commercial Improvements</b>
<b># of Permits Issued</b>	4	4	-	-	-	
<b>Valuation</b>	\$1,238,269	\$49,484	-	-	-	-

<b>City of Van Meter – June 2024</b>						
	<b>Single Family New Construction</b>	<b>Single Family Improvements</b>	<b>Multi-Residential New Construction</b>	<b>Multi-Residential Improvements</b>	<b>Commercial New Construction</b>	<b>Commercial Improvements</b>
<b># of Permits Issued</b>	14	6	-	-	-	-
<b>Valuation</b>	\$3,405,111	\$46,157	-	-	-	-

<b>City of Van Meter – May 2024</b>						
	<b>Single Family New Construction</b>	<b>Single Family Improvements</b>	<b>Multi-Residential New Construction</b>	<b>Multi-Residential Improvements</b>	<b>Commercial New Construction</b>	<b>Commercial Improvements</b>

Building Permit Report

<b># of Permits Issued</b>	5	6	-	-	-	-
<b>Valuation</b>	\$1,788,522	\$193,951	-	-	-	-

<b>City of Van Meter – April 2024</b>						
	<b>Single Family New Construction</b>	<b>Single Family Improvements</b>	<b>Multi-Residential New Construction</b>	<b>Multi-Residential Improvements</b>	<b>Commercial New Construction</b>	<b>Commercial Improvements</b>
<b># of Permits Issued</b>	2	7	-	-	-	-
<b>Valuation</b>	\$673,936	\$56,420	-	-	-	-

<b>City of Van Meter – March 2024</b>						
	<b>Single Family New Construction</b>	<b>Single Family Improvements</b>	<b>Multi-Residential New Construction</b>	<b>Multi-Residential Improvements</b>	<b>Commercial New Construction</b>	<b>Commercial Improvements</b>
<b># of Permits Issued</b>	-	1	-	-	-	-
<b>Valuation</b>	-	\$19,075	-	-	-	-

<b>City of Van Meter – February 2024</b>						
	<b>Single Family New Construction</b>	<b>Single Family Improvements</b>	<b>Multi-Residential New Construction</b>	<b>Multi-Residential Improvements</b>	<b>Commercial New Construction</b>	<b>Commercial Improvements</b>

Building Permit Report

<b># of Permits Issued</b>	4	2	-	-	-	-
<b>Valuation</b>	\$1,238,269	\$26,960	-	-	-	-

**City of Van Meter – January 2024**

	<b>Single Family New Construction</b>	<b>Single Family Improvements</b>	<b>Multi-Residential New Construction</b>	<b>Multi-Residential Improvements</b>	<b>Commercial New Construction</b>	<b>Commercial Improvements</b>
<b># of Permits Issued</b>	2	-	-	-	-	-
<b>Valuation</b>	\$517,445	-	-	-	-	-



**Resolution #2024-115**

“A Resolution to Approve the Fiscal Year 2024 Annual Urban Renewal Report”

**Whereas**, the State of Iowa requires completion and submission of the Annual Urban Renewal Report no later than December 1 of each year, and

**Whereas**, the City Clerk has completed the FY24 Annual Urban Renewal Report and provided the report to the City Council to review, now

**Therefore**, be it resolved by the Van Meter City Council that the FY24 Annual Urban Renewal Report is approved and the City Clerk is directed to file the report accordingly.

Passed and approved November 25, 2024

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Joe Herman, Mayor

ATTEST:

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Jessica Drake, City Clerk

## Annual Urban Renewal Report, Fiscal Year 2023 - 2024

### Levy Authority Summary

Local Government Name: VAN METER  
 Local Government Number: 25G239

Active Urban Renewal Areas	U.R. #	# of Tif Taxing Districts
VAN METER URBAN RENEWAL AREA	25004	8

**TIF Debt Outstanding: 8,011,838**

TIF Sp. Rev. Fund Cash Balance as of 07-01-2023:	541,412	270,262	Amount of 07-01-2023 Cash Balance Restricted for LMI
TIF Revenue:	161,224		
TIF Sp. Revenue Fund Interest:	0		
Property Tax Replacement Claims	0		
Asset Sales & Loan Repayments:	0		
<b>Total Revenue:</b>	<b>161,224</b>		
Rebate Expenditures:	0		
Non-Rebate Expenditures:	181,929		
Returned to County Treasurer:	0		
<b>Total Expenditures:</b>	<b>181,929</b>		

<b>TIF Sp. Rev. Fund Cash Balance as of 06-30-2024:</b>	<b>520,707</b>	<b>270,262</b>	<b>Amount of 06-30-2024 Cash Balance Restricted for LMI</b>
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**Year-End Outstanding TIF  
 Obligations, Net of TIF Special  
 Revenue Fund Balance: 7,309,202**

♣ Annual Urban Renewal Report, Fiscal Year 2023 - 2024

**Urban Renewal Area Data Collection**

Local Government Name: VAN METER (25G239)  
 Urban Renewal Area: VAN METER URBAN RENEWAL AREA  
 UR Area Number: 25004

UR Area Creation Date: 02/1991

1. To construct public works facilities including water, sanitary sewer, and roadway improvements.
2. To stimulate residential development.
3. To provide land for new development.
4. To attract investments.
5. To increase affordable housing.

UR Area Purpose:

**Tax Districts within this Urban Renewal Area**

	Base No.	Increment No.	Increment Value Used
VAN METER CITY/VAN METER SCH/VAN METER URA 25004/TIF INCREMENT	250104	250105	2,336,819
VAN METER CITY AG/VAN METER SCH/VAN METER URA 25004/TIF INCREMENT	250106	250107	0
VAN METER CITY/VAN METER SCH/VAN METER URA 25004/02 TIF INCREMENT	250247	250248	322,717
VAN METER CITY/VAN METER SCH/VAN METER URA 25004/04 TIF INCREMENT	250307	250308	569,331
VAN METER CITY AG/VAN METER SCH/VAN METER URA 25004/04 TIF INCREMENT	250309	250310	0
VAN METER CITY/VAN METER SCH/VAN METER URA 25004/05 TIF INCREMENT	250311	250312	2,825,294
VAN METER CITY AG/VAN METER SCH/VAN METER URA 25004/05 TIF INCREMENT	250313	250314	0
VAN METER CITY/VAN METER SCH/VAN METER URA 25004/06 POLK CO BANK TIF INCREMENT	250320	250321	205,416

**Urban Renewal Area Value by Class - 1/1/2022 for FY 2024**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	167,200	72,169,570	2,202,250	0	0	-37,040	74,501,980	0	74,501,980
Taxable	153,230	39,440,828	1,700,646	0	0	-37,040	41,257,664	0	41,257,664
Homestead Credits									204

**TIF Sp. Rev. Fund Cash Balance as of 07-01-2023:** **541,412** **270,262** **Amount of 07-01-2023 Cash Balance Restricted for LMI**

TIF Revenue: 161,224  
 TIF Sp. Revenue Fund Interest: 0  
 Property Tax Replacement Claims: 0  
 Asset Sales & Loan Repayments: 0  
**Total Revenue: 161,224**

Rebate Expenditures: 0  
 Non-Rebate Expenditures: 181,929  
 Returned to County Treasurer: 0  
**Total Expenditures: 181,929**

**TIF Sp. Rev. Fund Cash Balance as of 06-30-2024:** **520,707** **270,262** **Amount of 06-30-2024 Cash Balance Restricted for LMI**

## Projects For VAN METER URBAN RENEWAL AREA

### Site Certification

Description:	Due diligence and utility extension planning for business park
Classification:	Roads, Bridges & Utilities
Physically Complete:	No
Payments Complete:	No

### 2013 Municipal Rec Complex

Description:	Municipal Recreation Complex
Classification:	Recreational facilities (lake development, parks, ball fields, trails)
Physically Complete:	Yes
Payments Complete:	Yes

### 2017-2019 Urban Renewal Programs

Description:	Internal loan program for Urban Renewal projects
Classification:	Administrative expenses
Physically Complete:	Yes
Payments Complete:	Yes

### 2020-2023 Urban Renewal Admin Programs

Description:	Internal Loan Program for Urban Renewal Admin Support
Classification:	Administrative expenses
Physically Complete:	Yes
Payments Complete:	Yes

### Trindle Ridge Infrastructure 2022

Description:	Road and Sewer Main Extension to Trindle Ridge
Classification:	Roads, Bridges & Utilities
Physically Complete:	Yes
Payments Complete:	No

### Grand Ridge Estates Development Agreement

Description:	Affordable Housing
Classification:	Low and Moderate Income Housing
Physically Complete:	Yes
Payments Complete:	No

### 2024-2028 Urban Renewal Programs

Description:	Internal Loan Program for Urban Renewal Admin & Professional Support
Classification:	Administrative expenses
Physically Complete:	No
Payments Complete:	No

## **LMI Housing Projects**

Description:	Projects benefiting housing for low to moderate income families
Classification:	Low and Moderate Income Housing
Physically Complete:	No
Payments Complete:	No

## **Water Infrastructure**

Description:	Water System Improvements
Classification:	Water treatment plants, waste treatment plants & lagoons
Physically Complete:	No
Payments Complete:	No

## Debts/Obligations For VAN METER URBAN RENEWAL AREA

### Urban Renewal Administration

Debt/Obligation Type:	Internal Loans
Principal:	150,000
Interest:	0
Total:	150,000
Annual Appropriation?:	Yes
Date Incurred:	07/08/2024
FY of Last Payment:	2028

### TR Development Agreement

Debt/Obligation Type:	Rebates
Principal:	600,000
Interest:	0
Total:	600,000
Annual Appropriation?:	Yes
Date Incurred:	08/23/2021
FY of Last Payment:	2034

### Grand Ridge Development Agreement & 2023 Amendment

Debt/Obligation Type:	Rebates
Principal:	5,301,903
Interest:	0
Total:	5,301,903
Annual Appropriation?:	Yes
Date Incurred:	03/20/2023
FY of Last Payment:	2038

### Series 2021 GO Bonds

Debt/Obligation Type:	Gen. Obligation Bonds/Notes
Principal:	1,602,500
Interest:	207,000
Total:	1,809,500
Annual Appropriation?:	No
Date Incurred:	11/23/2021
FY of Last Payment:	2036

### LMI Balance

Debt/Obligation Type:	Outstanding LMI Housing Obligations
Principal:	150,435
Interest:	0
Total:	150,435
Annual Appropriation?:	No

Date Incurred: 07/01/2023

FY of Last Payment: 2024

## Non-Rebates For VAN METER URBAN RENEWAL AREA

TIF Expenditure Amount:	30,000
Tied To Debt:	Urban Renewal Administration
Tied To Project:	2024-2028 Urban Renewal Programs

TIF Expenditure Amount:	1,494
Tied To Debt:	Urban Renewal Administration
Tied To Project:	LMI Housing Projects

TIF Expenditure Amount:	150,435
Tied To Debt:	LMI Balance
Tied To Project:	LMI Housing Projects



## Income Housing For VAN METER URBAN RENEWAL AREA

Amount of FY 2024 expenditures that provide or aid in the provision of public improvements related to housing and residential development:	0
<hr/>	
Lots for low and moderate income housing:	0
Construction of low and moderate income housing:	0
Grants, credits or other direct assistance to low and moderate income families:	0
Payments to a low and moderate income housing fund established by the municipality, including matching funds for any state or federal moneys used for such purposes:	0
Other low and moderate income housing assistance:	0

♣ Annual Urban Renewal Report, Fiscal Year 2023 - 2024

**TIF Taxing District Data Collection**

Local Government Name:	VAN METER (25G239)	
Urban Renewal Area:	VAN METER URBAN RENEWAL AREA (25004)	
TIF Taxing District Name:	VAN METER CITY/VAN METER SCH/VAN METER URA 25004/TIF INCREMENT	
TIF Taxing District Inc. Number:	250105	
TIF Taxing District Base Year:	1990	
FY TIF Revenue First Received:	1992	
Subject to a Statutory end date?	No	

UR Designation	
Slum	No
Blighted	No
Economic Development	02/1991

TIF Taxing District Value by Class - 1/1/2022 for FY 2024

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	25,090,080	2,149,220	0	0	-25,928	27,213,372	0	27,213,372
Taxable	0	13,711,802	1,659,191	0	0	-25,928	15,345,065	0	15,345,065
Homestead Credits									81

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2024	5,549,048	15,345,065	2,336,819	13,008,246	334,902

FY 2024 TIF Revenue Received: 60,231

**TIF Taxing District Data Collection**

Local Government Name:	VAN METER (25G239)	
Urban Renewal Area:	VAN METER URBAN RENEWAL AREA (25004)	
TIF Taxing District Name:	VAN METER CITY AG/VAN METER SCH/VAN METER URA 25004/TIF INCREMENT	
TIF Taxing District Inc. Number:	250107	
TIF Taxing District Base Year:	1990	
FY TIF Revenue First Received:	1992	
Subject to a Statutory end date?	Yes	
Fiscal year this TIF Taxing District statutorily ends:	2016	

UR Designation	
Slum	No
Blighted	No
Economic Development	02/1991

TIF Taxing District Value by Class - 1/1/2022 for FY 2024

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	78,230	0	0	0	0	0	78,230	0	78,230
Taxable	71,694	0	0	0	0	0	71,694	0	71,694
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2024	78,230	0	0	0	0

FY 2024 TIF Revenue Received: 0

♣ Annual Urban Renewal Report, Fiscal Year 2023 - 2024

**TIF Taxing District Data Collection**

Local Government Name: VAN METER (25G239)  
 Urban Renewal Area: VAN METER URBAN RENEWAL AREA (25004)  
 TIF Taxing District Name: VAN METER CITY/VAN METER SCH/VAN METER URA 25004/02 TIF INCREMENT  
 TIF Taxing District Inc. Number: 250248  
 TIF Taxing District Base Year: 2002  
 FY TIF Revenue First Received: 2003  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District statutorily ends: 2025

	UR Designation
Slum	No
Blighted	No
Economic Development	10/2002

TIF Taxing District Value by Class - 1/1/2022 for FY 2024

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	3,881,080	0	0	0	-1,852	3,879,228	0	3,879,228
Taxable	0	2,121,019	0	0	0	-1,852	2,119,167	0	2,119,167
Homestead Credits									11

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2024	1,098,810	2,119,167	322,717	1,796,450	46,250

FY 2024 TIF Revenue Received: 8,308

**TIF Taxing District Data Collection**

Local Government Name: VAN METER (25G239)  
 Urban Renewal Area: VAN METER URBAN RENEWAL AREA (25004)  
 TIF Taxing District Name: VAN METER CITY/VAN METER SCH/VAN METER URA 25004/04 TIF INCREMENT  
 TIF Taxing District Inc. Number: 250308  
 TIF Taxing District Base Year: 2004  
 FY TIF Revenue First Received: 0  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District statutorily ends: 2025

	UR Designation
Slum	No
Blighted	No
Economic Development	No

TIF Taxing District Value by Class - 1/1/2022 for FY 2024

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	6,768,500	53,030	0	0	-1,852	6,819,678	0	6,819,678
Taxable	0	3,698,995	41,455	0	0	-1,852	3,738,598	0	3,738,598
Homestead Credits									20

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2024	2,031,260	3,738,598	569,331	3,169,267	81,594

FY 2024 TIF Revenue Received: 14,658

♣ Annual Urban Renewal Report, Fiscal Year 2023 - 2024

**TIF Taxing District Data Collection**

Local Government Name: VAN METER (25G239)  
 Urban Renewal Area: VAN METER URBAN RENEWAL AREA (25004)  
 TIF Taxing District Name: VAN METER CITY AG/VAN METER SCH/VAN METER URA 25004/04 TIF INCREMENT  
 TIF Taxing District Inc. Number: 250310  
 TIF Taxing District Base Year: 2004  
 FY TIF Revenue First Received: 2008  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District statutorily ends: 2025

UR Designation	
Slum	No
Blighted	No
Economic Development	No

TIF Taxing District Value by Class - 1/1/2022 for FY 2024

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	88,970	0	0	0	0	0	88,970	0	88,970
Taxable	81,536	0	0	0	0	0	81,536	0	81,536
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2024	88,970	0	0	0	0

FY 2024 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: VAN METER (25G239)  
 Urban Renewal Area: VAN METER URBAN RENEWAL AREA (25004)  
 TIF Taxing District Name: VAN METER CITY/VAN METER SCH/VAN METER URA 25004/05 TIF INCREMENT  
 TIF Taxing District Inc. Number: 250312  
 TIF Taxing District Base Year: 2004  
 FY TIF Revenue First Received: 2008  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District statutorily ends: 2026

UR Designation	
Slum	No
Blighted	No
Economic Development	12/2004

TIF Taxing District Value by Class - 1/1/2022 for FY 2024

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	33,961,680	0	0	0	-7,408	33,954,272	0	33,954,272
Taxable	0	18,560,116	0	0	0	-7,408	18,552,708	0	18,552,708
Homestead Credits									85

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2024	36,880	18,552,708	2,825,294	15,727,414	404,908

FY 2024 TIF Revenue Received: 72,738

♣ Annual Urban Renewal Report, Fiscal Year 2023 - 2024

**TIF Taxing District Data Collection**

Local Government Name: VAN METER (25G239)  
 Urban Renewal Area: VAN METER URBAN RENEWAL AREA (25004)  
 TIF Taxing District Name: VAN METER CITY AG/VAN METER SCH/VAN METER URA 25004/05 TIF INCREMENT  
 TIF Taxing District Inc. Number: 250314  
 TIF Taxing District Base Year: 2004  
 FY TIF Revenue First Received: 2006  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District statutorily ends: 2026

	UR Designation
Slum	No
Blighted	No
Economic Development	No

TIF Taxing District Value by Class - 1/1/2022 for FY 2024

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2024	0	0	0	0	0

FY 2024 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: VAN METER (25G239)  
 Urban Renewal Area: VAN METER URBAN RENEWAL AREA (25004)  
 TIF Taxing District Name: VAN METER CITY/VAN METER SCH/VAN METER URA 25004/06 POLK CO BANK TIF INCREMENT  
 TIF Taxing District Inc. Number: 250321  
 TIF Taxing District Base Year: 2005  
 FY TIF Revenue First Received: 2006  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District statutorily ends: 2025

	UR Designation
Slum	No
Blighted	No
Economic Development	07/2005

TIF Taxing District Value by Class - 1/1/2022 for FY 2024

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	2,468,230	0	0	0	0	2,468,230	0	2,468,230
Taxable	0	1,348,896	0	0	0	0	1,348,896	0	1,348,896
Homestead Credits									7

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2024	96,070	1,348,896	205,416	1,143,480	29,439

FY 2024 TIF Revenue Received: 5,289

**Resolution #2024-116**

“A Resolution to Approve the Fiscal Year 2024 Annual Financial Report”

**Whereas**, the State of Iowa requires completion, publication and submission of the Annual Financial Report no later than December 1 of each year, and

**Whereas**, the City Clerk has completed the FY24 Annual Financial Report and provided the report to the City Council to review, and

**Whereas**, the City Clerk has submitted the report to the Des Moines Register for publication on November 29, 2024, now

**Therefore**, be it resolved by the Van Meter City Council that the FY24 Annual Financial Report is approved and the City Clerk is directed to file the report accordingly.

Passed and approved November 25, 2024

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Joe Herman, Mayor

ATTEST:

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Jessica Drake, City Clerk

STATE OF IOWA 2024 FINANCIAL REPORT FISCAL YEAR ENDED JUNE 30, 2024 CITY OF VAN METER, IOWA DUE: December 1, 2024	16202501200000 CITY OF VAN METER PO Box 160 VAN METER IA 50261-0160 POPULATION: 1484
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**NOTE** - The information supplied in this report will be shared by the Iowa State Auditor's Office, the U.S. Census Bureau, various public interest groups, and State and federal agencies.

ALL FUNDS				
	Governmental (a)	Proprietary (b)	Total Actual (c)	Budget (d)
<b>Revenues and Other Financing Sources</b>				
Taxes Levied on Property	838,592		838,592	802,498
Less: Uncollected Property Taxes-Levy Year	0		0	0
<b>Net Current Property Taxes</b>	838,592		838,592	802,498
Delinquent Property Taxes	0		0	0
TIF Revenues	161,224		161,224	0
Other City Taxes	397,097	0	397,097	513,489
Licenses and Permits	139,019	0	139,019	66,075
Use of Money and Property	28,492	0	28,492	15,000
Intergovernmental	333,882	0	333,882	407,300
Charges for Fees and Service	329,506	796,220	1,125,726	2,467,611
Special Assessments	0	0	0	1,400
Miscellaneous	21,800	0	21,800	37,000
Other Financing Sources	0	0	0	0
Transfers In	271,939	0	271,939	635,500
<b>Total Revenues and Other Sources</b>	2,521,551	796,220	3,317,771	4,945,873
<b>Expenditures and Other Financing Uses</b>				
Public Safety	427,461		427,461	663,135
Public Works	365,365		365,365	841,400
Health and Social Services	0		0	0
Culture and Recreation	353,514		353,514	396,500
Community and Economic Development	93,210		93,210	162,000
General Government	341,667		341,667	350,500
Debt Service	252,000		252,000	251,400
Capital Projects	852,619		852,619	0
<b>Total Governmental Activities Expenditures</b>	2,685,836	0	2,685,836	2,664,935
BUSINESS TYPE ACTIVITIES		687,894	687,894	760,000
<b>Total All Expenditures</b>	2,685,836	687,894	3,373,730	3,424,935
Other Financing Uses	0	0	0	0
Transfers Out	266,645	5,294	271,939	635,500
<b>Total All Expenditures/and Other Financing Uses</b>	2,952,481	693,188	3,645,669	4,060,435
<b>Excess Revenues and Other Sources Over (Under) Expenditures/and Other Financing Uses</b>	-430,930	103,032	-327,898	885,438
Beginning Fund Balance July 1, 2023	4,275,619	1,291,709	5,567,328	4,614,558
Ending Fund Balance June 30, 2024	3,844,689	1,394,741	5,239,430	5,499,996



**NOTE** - These balances do not include the following, which were not budgeted and are not available for city operations:

Non-budgeted Internal Service Funds	Pension Trust Funds
Private Purpose Trust Funds	Agency Funds

Indebtedness at June 30, 2024		Indebtedness at June 30, 2024	
	Amount		Amount
General Obligation Debt	2,370,000	Other Long-Term Debt	0
Revenue Debt	0	Short-Term Debt	0
TIF Revenue Debt	6,020,409		
		General Obligation Debt Limit	5,743,815

**CERTIFICATION**

The forgoing report is correct to the best of my knowledge and belief

DocuSigned by:  Jessica Drake City Clerk 11/22/2024		Publication  Phone Number 515-996-2644
Signature of Preparer Printed name of Preparer Jessica Drake		
Signed by:  Joe Herman Mayor		Date Signed 11/22/2024
Signature of Mayor or Mayor Pro Tem (Name and Title)		

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CITY OF VAN METER  
REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2024

REVENUE P2

NON-GAAP/CASH BASIS

Item Description	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental through (f) (g)	Proprietary (h)	Grand Total (Sum of (g) and (h)) (i)
<b>Section A - Taxes</b>									
Taxes levied on property	1								1
Less: Uncollected Property Taxes - Levy Year	2	536,735	106,549	195,308			838,592		838,592
Net Current Property Taxes	3								0
Delinquent Property Taxes	4	536,735	106,549	195,308	0	0	838,592		838,592
<b>Total Property Tax</b>	5								0
<b>TIF Revenues</b>	6	536,735	106,549	195,308	0	0	838,592		838,592
<b>Other City Taxes</b>	7					161,224	161,224		161,224
Utility Tax Replacement Excise Taxes	8						0		0
Utility Franchise Tax (Chapter 364.2, Code of Iowa)	9						0		0
Parimutuel Wager Tax	10						0		0
Gaming Wager Tax	11						0		0
Mobile Home Tax	12						0		0
Hotel / Motel Tax	13						0		0
Other Local Option Taxes	14		397,097				397,097		397,097
<b>Total Other City Taxes</b>	15	0	397,097	0	0	0	397,097	0	397,097
<b>Section B - Licenses and Permits</b>	16	139,019					139,019		139,019
<b>Section C - Use of Money and Property</b>	17								
Interest	18	23,540					23,540		23,540
Rents and Royalties	19						0		0
Other Miscellaneous Use of Money and Property	20	4,952					4,952		4,952
	21						0		0
<b>Total Use of Money and Property</b>	22	28,492	0	0	0	0	28,492	0	28,492
<b>Section D - Intergovernmental</b>	24								
<b>Federal Grants and Reimbursements</b>	26								
Federal Grants	27						0		0
Community Development Block Grants	28						0		0
Housing and Urban Development	29						0		0
Public Assistance Grants	30						0		0
Payment in Lieu of Taxes	31						0		0
GTSB	32	2,883					2,883		2,883
<b>Total Federal Grants and Reimbursements</b>	33	2,883	0	0	0	0	2,883	0	2,883
	34								



REVENUE P3

CITY OF VAN METER  
REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2024

NON-GAAP/CASH BASIS

Item Description	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of (g) and (h)) (i)
<b>Section D - Intergovernmental - Continued</b>									
State Shared Revenues	41								41
Road Use Taxes	43	209,619					209,619		43
<b>Other state grants and reimbursements</b>	44								44
State grants	48	1,796					1,796		48
Iowa Department of Transportation	49								49
Iowa Department of Natural Resources	50								50
Iowa Economic Development Authority	51								51
CEBA grants	52								52
C&I Replacement and Tier I Business Tax Replacement	53								53
PROPERTY TAX REPLACEMENT	54								54
	55	1,397					1,397		55
	56								56
	57								57
	58								58
	59								59
<b>Total State</b>	60	211,415	0	0	0	0	212,812	0	212,812
<b>Local Grants and Reimbursements</b>									
County Contributions	63								63
Library Service	64	13,425					13,425		64
Township Contributions	65	69,532					69,532		65
Fire/EMT Service	66	10,670					10,670		66
SRO	67	6,723					6,723		67
PARKS LOCAL GRANT	68	10,000					10,000		68
LIBRARY LOCAL GRANTS	69								69
<b>Total Local Grants and Reimbursements</b>	70	96,925	0	0	0	0	118,187	0	118,187
<b>Total Intergovernmental (Sum of lines 33, 60, and 70)</b>	71	101,205					333,882	0	333,882
<b>Section E - Charges for Fees and Service</b>									
Water	72								72
Sewer	73							467,169	73
Electric	74							329,051	74
Gas	75								75
Parking	76								76
Airport	77								77
Landfill/garbage	78								78
Hospital	79	209,058					209,058		209,058
	80								80

CITY OF VAN METER  
REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2024

REVENUE P4

NON-GAAP/CASH BASIS

Item Description	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of (g) and (h)) (i)
Section E - Charges for Fees and Service - Continued	81								81
Transit	82						0		0
Cable TV	83						0		0
Internet	84						0		0
Telephone	85						0		0
Housing Authority	86						0		0
Storm Water	87						0		0
Other:	88								88
Nursing Home	89						0		0
Police Service Fees	90						0		0
Prisoner Care	91						0		0
Fire Service Charges	92						0		0
Ambulance Charges	93						0		0
Sidewalk Street Repair Charges	94						0		0
Housing and Urban Renewal Charges	95						0		0
River Port and Terminal Fees	96						0		0
Public Seales	97						0		0
Cemetery Charges	98					610	610		610
Library Charges	99		272				272		272
Park, Recreation, and Cultural Charges	100	110,324					110,324		110,324
Animal Control Charges	101						0		0
MISC REFUNDS & REBATES	102	5,447	3,795				9,242		9,242
	103						0		0
<b>Total Charges for Service</b>	104	324,829	4,067	0	0	610	329,506	796,220	1,125,726
<b>Section F - Special Assessments</b>	106						0		0
<b>Section G - Miscellaneous</b>	107								107
Contributions	108	2,125					2,125		2,125
Deposits and Sales/Fuel Tax Refunds	109						0		0
Sale of Property and Merchandise	110	12,118				2,800	14,918		14,918
Fines	111	2,346					2,346		2,346
Internal Service Charges	112						0		0
ADMIN SERVICE FEES	113	2,411					2,411		2,411
	114						0		0
	115						0		0
	116						0		0
	117						0		0
	118						0		0
	119						0		0
<b>Total Miscellaneous</b>	120	19,000	0	0	0	2,800	21,800	0	21,800
	120								

REVENUE PS

CITY OF VAN METER  
REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2024

NON-GAAP/CASH BASIS

Item Description	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of (g) and (h)) (i)
<b>Total All Revenues (Sum of lines 6, 7, 15, 16, 22, 71, 104, 106, and 120)</b>	121 1,149,280	740,390	161,224	195,308	0	3,410	2,249,612	796,220	3,045,832
<b>Section H - Other Financing Sources</b>	123								123
Proceeds of capital asset sales	124						0		0
Proceeds of long-term debt (Excluding TIF internal borrowing)	125						0		0
Proceeds of anticipatory warrants or other short-term debt	126						0		0
Regular transfers in and interfund loans	127	93,700		5,294			98,994		98,994
Internal TIF loans and transfers in	128 22,510		150,435				172,945		172,945
	129						0		0
	130						0		0
<b>Total Other Financing Sources</b>	131 22,510	93,700	150,435	5,294	0	0	271,939	0	271,939
<b>Total Revenues Except for Beginning Balances (Sum of lines 121 and 131)</b>	132 1,171,790	834,090	311,659	200,602	0	3,410	2,521,551	796,220	3,317,771
<b>Beginning Fund Balance July 1, 2023</b>	134 405,616	1,105,140	541,411	51,398	2,134,554	37,500	4,275,619	1,291,709	5,567,328
<b>Total Revenues and Other Financing Sources (Sum of lines 132 and 134)</b>	136 1,577,406	1,939,230	853,070	252,000	2,134,554	40,910	6,797,170	2,087,929	8,885,099

CITY OF VAN METER  
EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2024

EXPENDITURES P6

NON-GAAP/CASH BASIS

Line	Item Description	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of col. (g)) (i)	Line
1	<b>Section A - Public Safety</b>										1
2	Police Department/Crime Prevention	258,093	71,475					329,568		329,568	2
3	Jail							0		0	3
4	Emergency Management	154						154		154	4
5	Flood control							0		0	5
6	Fire Department	81,891	2,826					84,717		84,717	6
7	Ambulance	12,328	694					13,022		13,022	7
8	Building Inspections							0		0	8
9	Miscellaneous Protective Services							0		0	9
10	Animal Control							0		0	10
11	Other Public Safety							0		0	11
12								0		0	12
13								0		0	13
14	<b>Total Public Safety</b>	352,466	74,995		0	0	0	427,461		427,461	14
15	<b>Section B - Public Works</b>										15
16	Roads, Bridges, Sidewalks	42,317	166,715					209,032		209,032	16
17	Parking Meter and Off-Street							0		0	17
18	Street Lighting	2,782						2,782		2,782	18
19	Traffic Control Safety							0		0	19
20	Snow Removal							0		0	20
21	Highway Engineering							0		0	21
22	Street Cleaning							0		0	22
23	Airport (if not an enterprise)							0		0	23
24	Garbage (if not an enterprise)	153,551						153,551		153,551	24
25	Other Public Works							0		0	25
26								0		0	26
27								0		0	27
28	<b>Total Public Works</b>	198,650	166,715		0	0	0	365,365		365,365	28
29	<b>Section C - Health and Social Services</b>										29
30	Welfare Assistance							0		0	30
31	City Hospital							0		0	31
32	Payments to Private Hospitals							0		0	32
33	Health Regulation and Inspections							0		0	33
34	Water, Air, and Mosquito Control							0		0	34
35	Community Mental Health							0		0	35
36	Other Health and Social Services							0		0	36
37								0		0	37
38								0		0	38
39	<b>Total Health and Social Services</b>	0	0		0	0	0	0		0	39
40	<b>Section D - Culture and Recreation</b>										40
41	Library Services		137,090					137,090		137,090	41
42	Museum, Band, Theater							0		0	42
43	Parks	4,206	400					4,606		4,606	43
44	Recreation	203,220	7,431					210,651		210,651	44
45	Cemetery	983	184					1,167		1,167	45
46	Community Center, Zoo, Marina, and Auditorium							0		0	46
47	Other Culture and Recreation							0		0	47
48								0		0	48
49								0		0	49
50	<b>Total Culture and Recreation</b>	208,409	145,105		0	0	0	353,514		353,514	50

**CITY OF VAN METER**  
**EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2024 -- Continued**

**EXPENDITURES P7**

NON-GAAP/CASH BASIS

Item description	Line	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of col. (g)) (i)	Line
<b>Section E - Community and Economic Development</b>	51										51
Community beautification	52							0		0	52
Economic development	53	28,539		8,984				37,523		37,523	53
Housing and urban renewal	54							0		0	54
Planning and zoning	55	55,687						55,687		55,687	55
Other community and economic development	56							0		0	56
TIF Rebates	57							0		0	57
	58							0		0	58
<b>Total Community and Economic Development</b>	59	84,226	0	8,984	0	0	0	93,210		93,210	59
<b>Section F - General Government</b>	60										60
Mayor, Council and City Manager	61	16,109	689					16,798		16,798	61
Clerk, Treasurer, Financial Administration	62	152,462	29,097					181,559		181,559	62
Elections	63	950						950		950	63
Legal Services and City Attorney	64	89,164						89,164		89,164	64
City Hall and General Buildings	65	48,488						48,488		48,488	65
Tort Liability	66	4,708						4,708		4,708	66
Other General Government	67							0		0	67
	68							0		0	68
	69							0		0	69
<b>Total General Government</b>	70	311,881	29,786		0	0	0	341,667		341,667	70
<b>Section G - Debt Service</b>	71							0		0	71
PRINCIPAL AND BOND ADMIN FEES	72				200,600			200,600		200,600	72
INTEREST	73				51,400			51,400		51,400	73
<b>Total Debt Service</b>	74	0	0	0	252,000	0	0	252,000		252,000	74
<b>Section H - Regular Capital Projects - Specify</b>	75										75
WATER SUPPLY IMPROVEMENTS	76					786,181		786,181		786,181	76
HH STREET LOT	77					65,660		65,660		65,660	77
<b>Subtotal Regular Capital Projects</b>	78	0	0	0	0	851,841	0	851,841		851,841	78
<b>TIF Capital Projects - Specify</b>	79										79
TR PLAT 1	80					778		778		778	80
	81							0		0	81
<b>Subtotal TIF Capital Projects</b>	82	0	0	0	0	778	0	778		778	82
<b>Total Capital Projects</b>	83	0	0	0	0	852,619	0	852,619		852,619	83
<b>Total Governmental Activities Expenditures (Sum of lines 14, 28, 39, 50, 59, 70, 74, 83)</b>	84	1,155,632	416,601	8,984	252,000	852,619	0	2,685,836		2,685,836	84
	85										85

TIF Rebates are expended out of the TIF Special Revenue Fund within the Community and Economic Development program's activity "Other"

**EXPENDITURES P8**  
**NON-GAAP/CASH BASIS**  
**CITY OF VAN METER**  
**EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2024 -- Continued**

Item description	Line	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of col. (g) (i))	Line
<b>Section I - Business Type Activities</b>	87										87
Water - Current Operation	88								419,570	419,570	88
Capital Outlay	89										89
Debt Service	90										90
Sewer and Sewage Disposal - Current Operation	91								268,324	268,324	91
Capital Outlay	92										92
Debt Service	93										93
Electric - Current Operation	94										94
Capital Outlay	95										95
Debt Service	96										96
Gas Utility - Current Operation	97										97
Capital Outlay	98										98
Debt Service	99										99
Parking - Current Operation	100										100
Capital Outlay	101										101
Debt Service	102										102
Airport - Current Operation	103										103
Capital Outlay	104										104
Debt Service	105										105
Landfill/Garbage - Current operation	106										106
Capital Outlay	107										107
Debt Service	108										108
Hospital - Current Operation	109										109
Capital Outlay	110										110
Debt Service	111										111
Transit - Current Operation	112										112
Capital Outlay	113										113
Debt Service	114										114
Cable TV, Telephone, Internet - Current Operation	115										115
Capital Outlay	116										116
Housing Authority - Current Operation	117										117
Capital Outlay	118										118
Debt Service	119										119
Storm Water - Current Operation	120										120
Capital Outlay	121										121
Debt Service	122										122
Other Business Type - Current Operation	123										123
Capital Outlay	124										124
Debt Service	125										125
Internal Service Funds - Specify	126										126
	127										127
	128										128
<b>Total Business Type Activities</b>	129								687,894	687,894	129

EXPENDITURES P9

CITY OF VAN METER  
EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2024 -- Continued

NON-GAAP/CASH BASIS

Item description	Line	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of col. (g) and (h)) (i)	Line
Subtotal Expenditures (Sum of lines 84 and 129)	130	1,155,632	416,601	8,984	252,000	852,619	0	2,685,836	687,894	3,373,730	130
<b>Section J - Other Financing Uses Including Transfers Out</b>	131										131
Regular transfers out	132	93,700						93,700	5,294	98,994	132
Internal TIF loans/repayments and transfers out	133			172,945				172,945		172,945	133
	134							0		0	134
<b>Total Other Financing Uses</b>	135	93,700	0	172,945	0	0	0	266,645	5,294	271,939	135
<b>Total Expenditures and Other Financing Uses (Sum of lines 130 and 135)</b>	136	1,249,332	416,601	181,929	252,000	852,619	0	2,952,481	693,188	3,645,669	136
	137										137
<b>Ending fund balance June 30, :</b>	138										138
<b>Governmental:</b>	139										139
Nonspendable	140							0		0	140
Restricted	141		1,522,629	671,141		1,281,935	40,910	3,516,615		3,516,615	141
Committed	142							0		0	142
Assigned	143							0		0	143
Unassigned	144	328,074						328,074		328,074	144
<b>Total Governmental</b>	145	328,074	1,522,629	671,141	0	1,281,935	40,910	3,844,689		3,844,689	145
Proprietary	146								1,394,741	1,394,741	146
<b>Total Ending Fund Balance June 30,</b>	147	328,074	1,522,629	671,141	0	1,281,935	40,910	3,844,689	1,394,741	5,239,430	147
<b>Total Requirements (Sum of lines 136 and 147)</b>	148	1,577,406	1,939,230	853,070	252,000	2,134,554	40,910	6,797,170	2,087,929	8,885,099	148

**OTHER P10**

Part III Intergovernmental Expenditures Please report below expenditures made to the State or to other local governments on a reimbursement or cost sharing basis. Include these expenditures in part II. Enter amount.

Purpose	Amount paid to other local governments	
	Purpose	Amount paid to State
Correction	Highways	
Health	All other	
Highways		
Transit Subsidies		
Libraries		
Police protection		
Sewerage		
Sanitation		
All other	950	

Part IV Wages & Salaries Report here the total salaries and wages paid to all employees of your government before deductions of social security, retirement, etc. Include also salaries and wages paid to employees of any utility owned and operated by your government, as well as salaries and wages of municipal employees charged to construction projects.

**YOU ARE REQUIRED TO ENTER SALARY DOLLARS IN THE Amount areas FOR SALARIES AND WAGES PAID**

Total Salaries and Wages Paid	Amount
	666,965

Part V Debt Outstanding, Issued, and Retired

Transit subsidies

**A. Long-Term Debt**

Purpose	Debt During the Fiscal Year							Debt Outstanding JUNE 30, 2024			
	Line	Debt Outstanding JULY 1, 2023	Issued	Retired	General Obligation	TIF Revenue	Revenue	Other	Interest Paid This Year		
Water Utility	1.										
Sewer Utility	2.										
Electric Utility	3.										
Gas Utility	4.										
Transit-Bus	5.										
Industrial Revenue	6.										
Mortgage Revenue	7.										
TIF Revenue	8.	6,202,338		181,929			6,020,409				
Other Purposes / Miscellaneous	9.										
GO	10.	2,570,000		200,000	2,370,000				51,400		
Parking	11.										
Airport	12.										
Stormwater	13.										
Section 108	14.										
<b>Total Long-Term</b>		8,772,338	0	381,929	2,370,000		6,020,409	0	51,400		

**B. Short-Term Debt Amount**

Outstanding as of July 1, 2023

Outstanding as of JUNE 30, 2024

Part VI DEBT LIMITATION FOR GENERAL OBLIGATIONS

Actual valuation -- January 1, 2022

Part VII CASH AND INVESTMENT ASSETS AS OF JUNE 30, 2024

Type of asset	Amount			
	Bond and interest funds (a)	Bond construction funds (b)	Pension/retirement funds (c)	All other Funds (d)
Cash and investments - Include cash on hand, CD's, time, checking and savings deposits, Federal securities, Federal agency securities, State and local government securities, and all other securities. Exclude value of real property.	2,370,000			2,869,430
				5,239,430

If you budget on a NON-GAAP CASH BASIS, the amount in the Total above SHOULD EQUAL the above summed amounts on the sheet All Funds P1: Ending fund balance, column C PLUS the amounts in the shaded Note area.



Notes & Remarks  
REMARKS

### Certificate Of Completion

Envelope Id: 9422D15B-11A9-4E2F-9368-7763C1141362  
 Subject: 2024 AFR - Sign ASAP Please  
 Source Envelope:  
 Document Pages: 1  
 Certificate Pages: 5  
 AutoNav: Enabled  
 Envelopeld Stamping: Enabled  
 Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Completed  
 Envelope Originator:  
 City Admin  
 310 Mill St  
 PO BOX 160  
 Van Meter, IA 50261  
 info@vanmeteria.gov  
 IP Address: 104.249.146.240

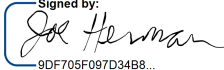
### Record Tracking

Status: Original  
 11/22/2024 12:17:58 PM  
 Holder: City Admin  
 info@vanmeteria.gov  
 Location: DocuSign

### Signer Events

Joe Herman  
 jherman@vanmeteria.gov  
 Mayor  
 Security Level: Email, Account Authentication  
 (None)

### Signature

Signed by:  
  
 9DF705F097D34B8...  
 Signature Adoption: Drawn on Device  
 Using IP Address: 166.181.85.93  
 Signed using mobile


### Timestamp

Sent: 11/22/2024 12:22:11 PM  
 Viewed: 11/22/2024 12:23:05 PM  
 Signed: 11/22/2024 12:25:24 PM

### Electronic Record and Signature Disclosure:

Accepted: 11/22/2024 12:23:05 PM  
 ID: ab1b37e1-8eb7-4b77-8522-55452161edd1

Jessica Drake  
 jdrake@vanmeteria.gov  
 City Clerk  
 Security Level: Email, Account Authentication  
 (None)

DocuSigned by:  
  
 0D7992E9DD814B7...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 104.249.146.240

Sent: 11/22/2024 12:25:26 PM  
 Viewed: 11/22/2024 12:26:37 PM  
 Signed: 11/22/2024 12:26:50 PM

### Electronic Record and Signature Disclosure:

Accepted: 1/10/2023 8:42:32 AM  
 ID: 706708c4-2165-455b-9f0c-d613244fa06d

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/22/2024 12:22:11 PM

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Certified Delivered	Security Checked	11/22/2024 12:26:37 PM
Signing Complete	Security Checked	11/22/2024 12:26:50 PM
Completed	Security Checked	11/22/2024 12:26:50 PM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
-----------------------	---------------	-------------------

**Electronic Record and Signature Disclosure**

## Resolution #2024-131

### “A Resolution to Authorize FY24 and FY25 Fund Transfers”

**Whereas**, the City Council approved certain fund transfers in Resolution #2024-90 for FY25, and

**Whereas**, the City Council approved certain fund transfers in Resolution #2024-105 for FY24 and FY25, and

**Whereas**, prior to completion of the transfers and upon review with City Staff and PFM Staff, certain changes need made to the amounts and certain additional transfers are needed, and

**Whereas**, the City Clerk recommends repealing Resolutions #2024-90 and #2024-105 and proceeding with the transfers listed below, and

**Whereas**, a Resolution of Council is required to authorize the transfer of funds, now

**Therefore**, be it resolved by the Van Meter City Council that the City Administrator is authorized to make fund balance transfers as follows:

Transfers (FY24)				
200-910-4830	Transfer Into Debt Service	\$ 5,294.00		FY24 Debt Service Payment
600-910-6910	Transfer Out of Water		\$ 5,294.00	
129-910-4830	Transfer Into LMI TIF	\$ 150,434.91		
125-910-6911	Transfer Out of Gen TIF		\$ 150,434.91	FY24 Balance LMI Adjustment
001-910-4831	Transfer Into General Fund	\$ 22,510.00		FY24 Urban Renewal Admin Activities
125-910-6911	Transfer Out of Gen TIF		\$ 22,510.00	
		<b>\$ 178,238.91</b>	<b>\$ 178,238.91</b>	

Transfers (FY25)				
200-910-4830	Transfer Into Debt Service	\$ 229,300.00		FY25 Debt Service Payment
600-910-6910	Transfer Out of Water		\$ 34,925.00	
121-910-6910	Transfer Out of LOST		\$ 34,925.00	
186-910-6910	Transfer Out of Site Cert Urban Renewal		\$ 18,170.62	
125-910-6911	Transfer Out of Gen TIF		\$ 141,279.38	
129-910-4830	Transfer Into LMI TIF	\$ 4,008.22		FY25 LMI Set Aside - Trindle Ridge Rebate Agreement
125-910-6911	Transfer Out of Gen TIF		\$ 4,008.22	
001-910-4831	Transfer Into General Fund	\$ 30,000.00		FY25 Urban Renewal Admin Activities
125-910-6911	Transfer Out of Gen TIF		\$ 30,000.00	
182-910-4830	Transfer into Library	\$ 80,815.50		FY25 Library Operations
001-910-6910	Transfer out of General Fund		\$ 80,815.50	FY25 Library Operations
320-910-4830	Transfer into CIP Building	\$ 493,675.93		Purchase of 601 Main
121-910-6910	Transfer out of LOST		\$ 425,044.89	
001-910-6910	Transfer out of General Fund		\$ 52,500.00	
051-910-6910	Transfer out of Library Building Fund		\$ 16,131.04	
125-910-4830	Transfer into General TIF	\$ 200,982.64		Consolidated into 1 General TIF Fund
126-910-6911	Transfer out of Whispering Pines TIF		\$ 95,914.48	
127-910-6911	Transfer out of Polk County Bank TIF		\$ 68,617.52	
128-910-6911	Transfer out of Standbrough TIF		\$ 36,450.64	
320-910-4830	Transfer into CIP Building	\$ 26,984.50		Defunct Library Foundation - 1/2 went to Library
182-910-6910	Transfer out of Library		\$ 26,984.50	Operating & 1/2 to building
001-110-4830	Transfer into Police	\$ 10,518.75		FY25 PD Truck Purchase
054-910-6910	Transfer out of Police Vehicle Replacement		\$ 10,518.75	
001-160-4830	Transfer into EMS	\$ 1,115.07		FY25 EMS Vehicle Trade with PD
055-910-6910	Transfer out of Public Safety Vehicle Replacement		\$ 1,115.07	
		<b>\$ 1,077,400.61</b>	<b>\$ 1,077,400.61</b>	

Passed and approved this 25<sup>th</sup> day of November, 2024.

\_\_\_\_\_  
Joe Herman, Mayor

\_\_\_\_\_  
Jessica Drake, City Clerk

**CLAIMS REPORT**  
 Check Range: 11/13/2024-11/25/2024

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
AFLAC	AFLAC PRETAX		150.66	11180223	11/22/24
AGSOURCE COOPERATIVE SERVICES	WW COLIFORM		14.50		
ARNOLD MOTOR SUPPLY	PD HYPER DRESSING		37.06		
C & K ELECTRIC LLC	PUMP HOUSE ELECTRICAL		2,942.16		
CUSTOM LAWN CARE & LANDSCAPING	SOCCER FIELD AERATION & SEED		1,985.00		
DALLAS CO TREASURER	601 MAIN TAX		4,940.00		
EFTPS	FED/FICA TAX		7,862.07	11180222	11/22/24
FENIX USA LLC	WATER METERS		29,900.00		
FRANK DUNN CO	HIGH PERFORMANCE PATCH		989.00		
GATEHOUSE MEDIA IA HOLDINGS	UPDATE TO ANNEXATION PH NOTICE	5.40		11180214	11/14/24
GATEHOUSE MEDIA IA HOLDINGS	TIF DELETION ORD 2024-27 PUB	60.40		11180219	11/15/24
GATEHOUSE MEDIA IA HOLDINGS	ORD 2020-02 PUBLICATION	151.60		11180224	11/21/24
GATEHOUSE MEDIA IA HOLDINGS	MAY 24 MEETING MINUTE PUBLICAT	287.40	504.80		
GP CONTRACTING	AIR TANK COMPRESSOR ELECTRIC		1,690.00		
HAWKEYE TRUCK EQUIPMENT	SNOW BLADE CUTTING EDGES		725.42		
HEARTLAND BUSINSES SYSTEM	NOVEMBER VEEAM BACKUP		1,301.21		
INTERSTATE ALL BATTERY CENTER	FD BATTERIES		27.10		
IOWA ONE CALL	UTILITY LOCATES		80.30		
IOWA PRISON INDUSTRIES	PD TRUCK DECALS		265.32		
IPERS	PROTECT IPERS		5,070.76	11180220	11/22/24
JMT TRUCKING	SALT - WINTER 24 SNOW REMOVAL		2,456.69		
JONES CREEK APPAREL	LIZ & SAM FALL ORDER		298.00		
LEXIPOL LLC	ANNUAL LAW ENFORCEMENT POLICY		1,942.82		
PROFESSIONAL DEVELP OF IA	CY25 DUES		375.00		
SHELLY JAMES	NOV CITY HALL CLEANING		90.00		
TREAS - STATE OF IOWA W/H	STATE TAX		1,181.45	11180221	11/22/24
TUCKER WILCOX	24 FALL SOCCER REF FEES		50.00		
UNDERGROUND SOLUTIONS	WATER MAIN BREAK - MAIN & VIRG		1,800.00		
UTILITY EQUIPMENT CO	WATER METER BRACKETS		975.25		
VEENSTRA & KIMM INC	MICROSOFT - PRIORITY ROADS		49,476.57		
WASTE SOLUTIONS OF IA	KYBOS - PARKS OCTOBER		876.00		
WEX BANK	PD GAS		1,725.18	11180206	11/14/24
WHITFIELD & EDDY PLC	OCTOBER LEGAL SERVICES		2,898.00		
			=====		
	Accounts Payable Total		122,630.32		
	Invoices: Paid		16,207.52		
	Invoices: Scheduled		106,422.80		

**CLAIMS REPORT  
CLAIMS DEPT SUMMARY**

DEPT	NAME	AMOUNT
050	LIABILITIES	14,264.94
110	POLICE	3,347.38
150	FIRE	2,009.49
210	ROADS, BRIDGES, SIDEWALKS	1,173.09
250	SNOW REMOVAL	3,182.11
410	LIBRARY	179.38
440	RECREATION	3,148.69
520	ECONOMIC DEVELOPMENT	1,387.83
540	PLANNING & ZONING	10,588.94
610	MAYOR/COUNCIL/CITY MGR	263.07
620	CLERK/TREASURER/ADM	224.85
640	LEGAL SERVICES/ATTORNEY	2,722.02
750	CAPITAL PROJECTS	43,639.38
810	WATER	33,108.87
815	SEWER/SEWAGE DISPOSAL	3,390.28
-----		
	TOTAL DEPARTMENTS	122,630.32

**CLAIMS REPORT  
CLAIMS FUND SUMMARY**

FUND	NAME	AMOUNT
001	GENERAL	29,531.55
059	PARK OPERATIONS	3,955.02
110	ROAD USE TAX	2,101.81
182	LIBRARY TRUST FUND	1,242.61
305	ARLINGTON ROAD RESURFACE	1,000.00
320	601 MUNICIPAL BUILDING	4,940.00
330	WATER SUPPLY IMPROVEMENTS	10,308.00
340	MICROSOFT CAPITAL IMPROVE	27,391.38
600	WATER	36,158.06
610	SEWER	6,001.89
-----		
	TOTAL FUNDS	122,630.32

# Agenda Item #4

## Discussion and Possible Action: Funding of 601 Main Street

Submitted for: **Discussion and Possible Action**

Invision has provided 2 proposed timelines - one assuming the City opts to use a Reverse Referendum to finance and the other assuming the City chooses to go straight to bond. Council needs to make a decision on the funding path so that Invision can build their time. Execution of the engagement is dependent on the funding path. It's important to note that with either option there will be significant educational opportunities for the public and options for public input. If the Reverse Referendum is the path forward, Invision and staff will continue to prepare for the possibility of a ballot based bond in the event that still ends up happening. Either way staff recommends adding the project into the Urban Renewal Area during our next Urban Renewal Plan Amendment.

Recommendation:

Sample Language:

City Councilmember: \_\_\_\_\_ ***So moved.***

City Councilmember: \_\_\_\_\_ ***Second.***

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

City Clerk: Akers \_\_\_\_\_ Brott \_\_\_\_\_ Grolmus \_\_\_\_\_ Pelz \_\_\_\_\_ Westfall \_\_\_\_\_



# Van Meter - Library and Public Safety Design Schedule - Reverse Referendum

11/20/2024

## Community and Staff Engagement

### City Leadership

Core owners who meet regularly with the team to keep the effort moving forward.

### City Council

Provides broad vision and final adoption of the master plan.

### Users + City Staff (Programming)

Core group of users providing critical feedback on what the needs and future should look like.

### Community Forums

Community wide meetings or touch points (farmers markets, basketball games, etc.) to share the process and ask for input on the vision.

### Community Task Force

A group of 12-14 diverse community members to define the values and needs and evaluate through a community lens.

### Contracts

### Schematic Design

Schematic Design + Existing Conditions

SD Review

SD Presentation + Approval

### Design Development

Design Development

DD Review

DD Presentation + Approval

### Construction Documents

50% Construction Documents

CD Review

95% Construction Documents

CD Review + Approval

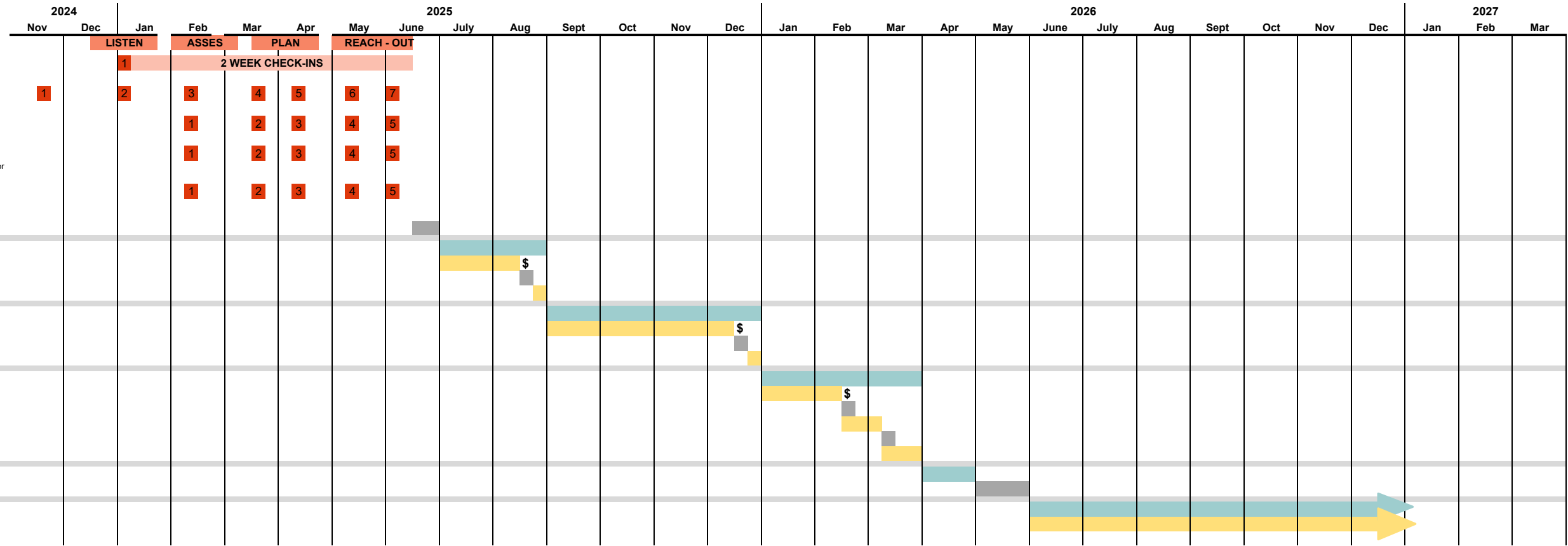
100% Construction Documents

### Bidding and Negotiation

Negotiation, Contract and Council Approval

### Construction (Est. 12 Mo.)

Construction Administration



■ Pre-Design    ■ Design Team  
■ Project Phase    ■ Owner  
\$ Costing

# Van Meter - Library and Public Safety Design Schedule - Bond

11/20/2024

## Community and Staff Engagement

- City Leadership**  
Core owners who meet regularly with the team to keep the effort moving forward.
- City Council**  
Provides broad vision and final adoption of the master plan.
- Users + City Staff (Programming)**  
Core group of users providing critical feedback on what the needs and future should look like.
- Community Forums**  
Community wide meetings or touch points (farmers markets, basketball games, etc.) to share the process and ask for input on the vision.
- Community Task Force**  
A group of 12-14 diverse community members to define the values and needs and evaluate through a community lens.

## Contracts

- Schematic Design**  
Schematic Design + Existing Conditions  
SD Review  
SD Presentation + Approval

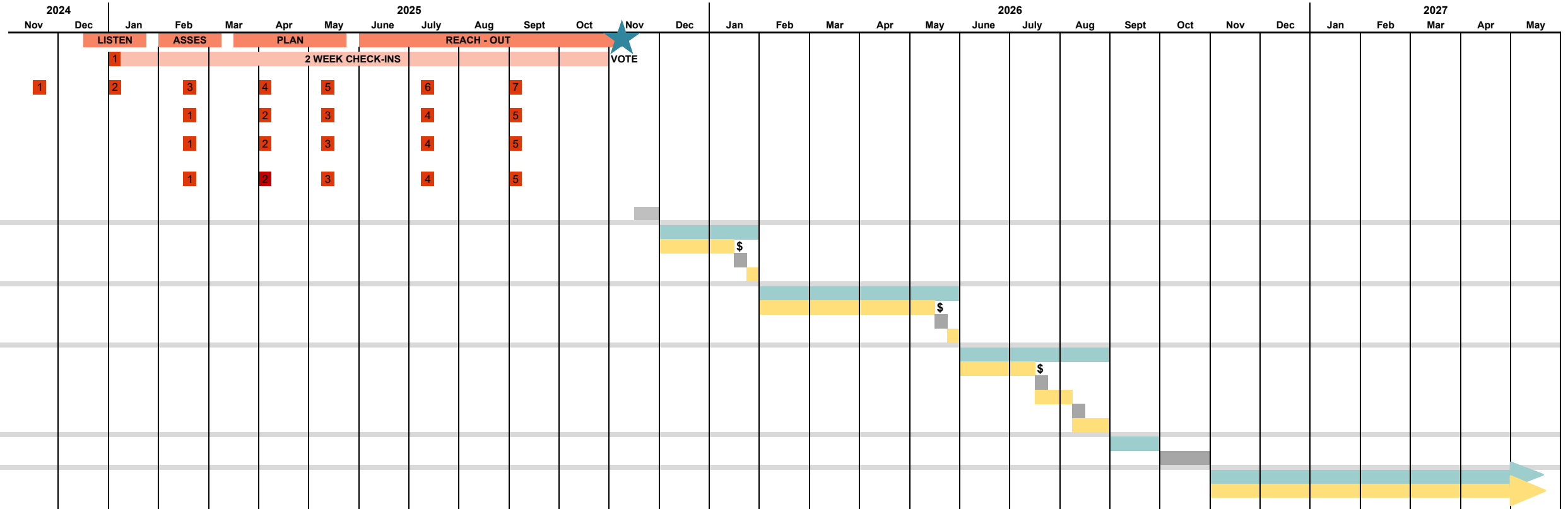
- Design Development**  
Design Development  
DD Review  
DD Presentation + Approval

- Construction Documents**  
50% Construction Documents  
CD Review  
95% Construction Documents  
CD Review + Approval  
100% Construction Documents

## Bidding

### Negotiation, Contract and Council Approval

- Construction (Est. 12 Mo.)**  
Construction Administration



■ Pre-Design    ■ Design Team  
■ Project Phase    ■ Owner  
\$ Costing

**From:** [Jess Drake](#)  
**To:** [Elizabeth \(Liz\) Faust](#); [Joe Herman](#); [Travis Brott](#)  
**Bcc:** [Blake Grolmus](#); [Penny Westfall](#); [Joel Akers](#); [Quin Pelz](#)  
**Subject:** Reverse Referendum Additional Information  
**Date:** Wednesday, September 25, 2024 6:09:00 PM

---

All –

The \$400,000 limitation provided in the documentation from the 9/23 is not applicable to a reverse referendum IF the project has been added to the City’s Urban Renewal Plan – and a municipal building of this sort would qualify as project allowable under the URA.

So if the council did wish to proceed with the option of the reverse referendum, action would need to be taken to add the project to the URA first.

With that being said, we will have upcoming amendments to the URA in coming weeks/months relating to economic development activities. We can add it during one of those amendments and then decide if the reverse referendum makes sense or not. If it doesn’t, that is fine. If it does, the City will already be set up to go down that path.

Jess

**City Clerk**  
*Jessica Drake*

Office: 515-996-2644 | Cell: 515-478-5047  
[Jdrake@vanmeteria.gov](mailto:Jdrake@vanmeteria.gov)  
[www.vanmeteria.gov](http://www.vanmeteria.gov)

- **Essential Corporate Purpose Bonds**

Bonds issued for basic or necessary city functions are termed “essential” corporate purpose bonds and do not require a public election for approval.

These essential city functions are spelled out in Iowa Code Section 384.24(3) and include:

- o Street repair and construction, traffic control devices and street lighting fixtures.
- o Dead or diseased tree removal.
- o Sidewalks, underpasses and overpasses.
- o Sewage, solid waste collection and disposal and storm drainage.
- o Bridge, culvert, retaining wall, viaduct, underpass, grade crossing construction and repair.
- o Refunding, adjustment, renewal, extension, or settlement of legal indebtedness of the city, whether the debt is general obligation bonds, warrants or judgments.
- o Joint projects with another government, which, if undertaken by your city alone, would be for an essential corporate purpose.
- o Air, noise or water pollution control construction and repair.
- o Flood control protection.
- o Equipping of fire, police, sanitation, street and civil defense departments.
- o Emergency communication equipment.
- o Cemetery acquisition and improvement.
- o Ambulance and ambulance equipment acquisition.
- o Geographic computer database systems.
- o Urban renewal programs (except that an election can be petitioned).
- o Reconstruction and improvement of dams, airports, parks and TV translator systems already owned.
- o Water works and water main construction and repair.
- o Insurance, self-insurance or a local government risk pool.
- o Acquisition, restoration or demolition of abandoned, dilapidated or dangerous buildings, structures or properties or the abatement of a nuisance.
- o Funding of programs for purposes authorized by the municipal housing law.
- o Remediation, restoration, repair, cleanup, replacement and improvement of

property, buildings, equipment and public facilities damaged by a disaster or the reimbursement of the city’s general fund for expenditures made for these purposes.

Before essential corporate purpose bonds may be issued, a notice must be published stating the amount and purpose of the bonds and announcing the time and place of a hearing at which the council will receive oral and written objections. The council may vote to issue the bonds after this hearing by a simple majority vote.

- **General Corporate Purpose Bonds (Voter Approval)**

The primary distinction between essential and general corporate purpose bonds is that general corporate purpose bonds require voter approval (referendum) (see Iowa Code Section 384.24). The ballot proposition must receive a favorable vote from at least 60 percent of those voting in order to be approved (Iowa Code Section 384.26). The initial construction and any subsequent improvements to city buildings or recreation facilities per the list below may not be financed without this direct voter approval, except under the circumstances noted below. General corporate purposes include the following:

- o Any utility, enterprise or other public improvement which does not meet the definition of essential corporate purpose.
- o Community center houses, recreation grounds, recreation buildings, juvenile playgrounds, swimming pools, recreation centers, parks and golf courses.
- o City halls, jails, police stations, fire stations, garages, libraries and hospitals.
- o Tree removal or planting other than on the public right of way.
- o Greenhouses, conservatories, horticultural centers.
- o Projects undertaken jointly with another government body which, if undertaken by your city alone, would be for a general corporate purpose.
- o Dams at the time of acquisition.
- o Airports at the time of establishment.
- o Any other purpose which is necessary for the operation of the city or the health and welfare of its citizens which is not an essential corporate purpose.

The council must determine the maximum amount of debt to be incurred and the exact purposes of the project to schedule a referendum on a general corporate purpose bond issue. It is recommended to consult your city attorney and county auditor to schedule any needed referendums in a timely fashion.

The ballot proposition must receive a favorable vote from at least 60 percent of those voting in order to be approved (Iowa Code Section 384.26).

- **“Reverse Referendums”**

As an alternative to calling an election on bonds for general corporate purposes, state law gives city councils the option to use the so-called “reverse referendum” approach, within certain dollar limits.

Using this method, the public is notified by a published notice of the council’s intent to issue bonds for a general corporate purpose, up to a specified amount. The notice must be published at least ten days prior to the date set for a hearing on the bond issue. The notice must state that voters have the right to file a petition with the council demanding an election be held on the question. To be valid, the petition must be signed by a number of persons equal to ten percent of the number of voters at the last regular city election. If such a petition is filed, the council must either set a date for election or drop the proposed financing.

If a petition is not filed, the council may proceed with the bond issue, provided the amount of bonds does not exceed the following limitations:

- o In cities with populations of 5,000 or less, up to \$400,000.
- o In cities with populations of more than 5,000 but less than 75,000, up to \$700,000.
- o In cities with populations above 75,000, up to \$1,000,000.

The thresholds in each category increase 30% on July 1, 2024.

### 3. Revenue Bonds

If your city wants to issue revenue bonds for an improvement, the council must first hold a bond hearing and pass an authorizing resolution. Revenue bonds may

be issued without a vote of the citizens. Revenue bonds may be issued for such municipal projects as:

- Utility operations
- Parking facilities
- Civic centers
- Recreation facilities
- Airports
- Solid waste facilities
- Bridges
- Hospitals
- Bus systems
- Stadiums
- Childcare centers
- Housing for the elderly or physically handicapped

There must be adequate revenue from these enterprises to pay off these bonds, because the debt is not secured by the property tax base of your city. Revenue bonds typically have an interest rate slightly higher than general obligation debt.

Sometimes you may want to issue both general obligation and revenue bonds for a project. If this is done, the procedures required for both types of bonds must be followed. Be careful not to combine purposes when issuing revenue bonds.

### 4. Special Assessment Bonds

Some public improvements projects can be financed through charges to the owners of properties that benefit directly from the improvements. Improvements financed in this way are called special assessment improvements. Before setting up a special assessment program consult carefully with your bond counsel and engineer.

### 5. Bond Sale

When your city sells bonds, you must follow the provisions of Chapter 75 of the Iowa Code. If you are planning a project which may be paid in whole or in part with proceeds from tax-exempt bonds, notes or other obligations, you may be able to reimburse eligible project expenditures (such as architectural or engineering fees, survey and soil testing) that your city paid from other city funds prior to the closing of the bond sale. To do so, the city council must adopt a reimbursement resolution at the appropriate time. There are numerous rules and requirements that apply to such reimbursements, so it is especially important to consult with qualified bond counsel early in the process if you are considering such action.

### 384.25 General obligation bonds for essential purposes.

1. A city which proposes to carry out any essential corporate purpose within or without its corporate limits, and to contract indebtedness and issue general obligation bonds to provide funds to pay all or any part of the cost of a project must do so in accordance with the provisions of [this subchapter](#).

2. Before the council may institute proceedings for the issuance of bonds for an essential corporate purpose, a notice of the proposed action, including a statement of the amount and purposes of the bonds, and the time and place of the meeting at which the council proposes to take action for the issuance of the bonds, must be published as provided in [section 362.3](#). At the meeting, the council shall receive oral or written objections from any resident or property owner of the city. After all objections have been received and considered, the council may, at that meeting or any adjournment thereof, take additional action for the issuance of the bonds or abandon the proposal to issue the bonds. Any resident or property owner of the city may appeal the decision of the council to take additional action to the district court of the county in which any part of the city is located, within fifteen days after the additional action is taken, but the additional action of the council is final and conclusive unless the court finds that the council exceeded its authority. The provisions of [this subsection](#) with respect to notice, hearing, and appeal, are in lieu of the provisions contained in [chapter 73A](#), or any other law.

3. *a.* Notwithstanding [subsection 2](#), a council may institute proceedings for the issuance of bonds for an essential corporate purpose specified in [section 384.24, subsection 3](#), paragraph “w” or “x”, in an amount equal to or greater than three million dollars by causing a notice of the proposal to issue the bonds, including a statement of the amount and purpose of the bonds, together with the maximum rate of interest which the bonds are to bear, and the right to petition for an election, to be published at least once in a newspaper of general circulation within the city at least ten days prior to the meeting at which it is proposed to take action for the issuance of the bonds.

*b.* If at any time before the date fixed for taking action for the issuance of the bonds, a petition is filed with the clerk of the city signed by eligible electors of the city equal in number to twenty percent of the persons in the city who voted for the office of president of the United States at the last preceding general election that had such office on the ballot, asking that the question of issuing the bonds be submitted to the registered voters of the city, the council shall either by resolution declare the proposal to issue the bonds to have been abandoned or shall direct the county commissioner of elections to call a special election upon the question of issuing the bonds. Notice of the election and its conduct shall be in the manner provided in [section 384.26](#).

*c.* If a petition is not filed, or if a petition is filed and the proposition of issuing the bonds is approved at an election, the council may proceed with the authorization and issuance of the bonds.

[R60, §1060; C73, §458; C97, §697; S13, §716-d, 840-e, 849-h, -j, 912, 912-a, 1056-a43, -a63, -a64; SS15, §758-b, -e, 840-g, -p, 997-a, -c; C24, §5750, 5878 – 5881, 6103, 6126, 6261 – 6263, 6265, 6576, 6594, 6595, 6608, 6744, 6746; C27, 31, 35, §5750, 5878 – 5881, 6066-a11, 6103, 6126, 6261 – 6263, 6265, 6594, 6595, 6608, 6744, 6746; C39, **§5750, 5878 – 5881, 6066.13, 6103, 6126, 6261, 6261.1, 6261.2, 6262, 6263, 6265, 6576, 6594, 6595, 6608, 6744, 6746**; C46, 50, §368.13, 381.5 – 381.8, 392.11, 395.25, 396.22, 408.10 – 408.14, 408.16, 416.101, 416.104, 416.122, 416.123, 416.138, 420.55, 420.57; C54, 58, §368.16, 368.29, 368.32, 381.7, 392.11, 395.25, 396.22, 404.18, 408.17; C62, 66, 71, 73, §368.16, 368.29, 368.32, 381.7, 392.11, 395.25, 396.22, 404.19, 408.17; C75, 77, 79, 81, §384.25]

[2009 Acts, ch 100, §15, 21; 2018 Acts, ch 1041, §127](#)

Referred to in [§28E.17, 37.6, 357E.11A, 364.4, 384.24, 384.24A, 384.71, 386.11, 389.4, 390.5](#)

For future amendment to subsection 2, effective July 1, 2024, see 2023 Acts, ch 71, §149, 154

# Agenda Item #5

## Discussion and Possible Action: FY26 Tax Rate

### Submitted for: **Discussion and Possible Action**

Staff & PFM need to know what direction Council wants to take the tax rate for FY26 to facilitate budget planning for FY26. Based on a conservative estimate, we believe that the City's growth is going to be over the threshold set by HF718/SF2442 there for limiting the City's consolidated general fund levy - CGFL (estimation included). The FY25 regular tax rate is \$14.21 which is made up of \$8.12 CGFL, \$1.17 Liability/Property Tax levy, \$1.88 IPERS/FICA levy, \$2.67 Employee Benefit levy and \$0.363 Debt Service levy.

If the intent is keep the regular tax rate at or near \$14.21 and the City is limited to a \$7.88 CGFL, we will work to adjust the other levies as allowable. There will mostly likely be an increase in the debt service levy regardless of the proposed tax rate.

### Historic Tax Rates:

FY25 - \$14.21

FY24 - \$14.26

FY23 - \$14.37

FY22 - \$14.18

### Recommendation:

### Sample Language:

City Councilmember: \_\_\_\_\_ ***So moved.***

City Councilmember: \_\_\_\_\_ ***Second.***

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

City Clerk: Akers \_\_\_\_\_ Brott \_\_\_\_\_ Grolmus \_\_\_\_\_ Pelz \_\_\_\_\_ Westfall \_\_\_\_\_

# Senate File 2442: Property Tax Changes

Erin Mullenix, Research Director for the Iowa League of Cities. She can be reached at (515) 244-7282 or erinmullenix@iowaleague.org.

Senate File 2442 (SF 2442) was enacted in May 2024, making adjustments to some of the property tax changes made in House File 718 (HF 718) that passed in 2023. Below is a brief summary of those changes, with more information available at [www.iowaleague.org](http://www.iowaleague.org).

### City Levy Rates

SF 2442 changes the calculation of the Combined General Fund Levy (CGFL), created by the state legislature in 2023, for some cities. For cities whose non-TIF taxable value growth was between 3–3.99%, a “softening of the levy limit” was implemented. A levy limit was expanded to include those cities whose same valuation growth fell between 2.75-2.99%.

The new tiers are as follows:

Tier 1	Annual non-TIF Taxable Value Growth = Less than 2.75%	CGFL is not impacted
Tier 2	Annual non-TIF Taxable Value Growth = 2.75%-3.99%	CGFL is reduced by formula, reducing revenue growth by approximately 1% for the next budget year
Tier 3	Annual non-TIF Taxable Value Growth = 4%-5.99%	CGFL is reduced by formula, reducing revenue growth by approximately 2% for the next budget year
Tier 4	Annual non-TIF Taxable Value Growth = 6% or higher	CGFL is reduced by formula, reducing revenue growth by approximately 3% for the next budget year

### Annual Taxpayer Statement Notice

SF 2442 changes the date a city is required to provide the Iowa Department of Management (DOM) information that will be used by the county governments to create and mail taxpayer statements to all property owners. The new deadline is 4 p.m. on March 5 annually. The counties then have until March 15 to mail the taxpayer statements.

If a city misses the deadline to provide the taxpayer statement notice information to DOM, they will be limited to the amount of revenue for the current fiscal year.

SF 2442 also made changes to some of the information that will be included on the taxpayer statements that are mailed to taxpayers:

- Percent change of taxes compared to the previous year will be included.
- In the examples required by HF 718 for taxes on commercial and residential properties, 110% will be used for the valuation for the current year. For commercial properties, the base valuation used for the example will go to \$300,000 (instead of \$100,000); residential properties will stay at the \$100,000 base valuation.
- A link to a new DOM website describing the taxpayer statements and information shown will be included.

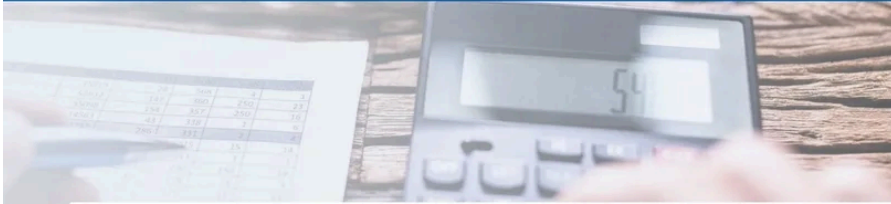
### Required Public Hearing on the Annual Taxpayer Statement Mailings

This public hearing is required to be held on or after March 20, beginning with the FY 26 budget cycle.

### Internet and Social Media Notice of Public Hearing of Annual Taxpayer Statement Mailings

- SF 2442 maintains a requirement to post a history of public hearing notices related to taxpayer statements. However, it strikes the requirement to include a copy of the statement in such postings.
- Makes a slight change to allow the internet and social media postings to be posted on a date no later than the date of publication (previously it required the posting and publication to be made on the same date).





**City Responsibilities/Newspaper Publication**

The city will not be considered as failing to publish if both a) notice was provided by the annual taxpayer statements mailed to each taxpayer, and b) the city can demonstrate to the county auditor that they submitted and provided sufficient time to the newspaper to publish the notice.

**Special Case: Cities that Levied No Property Taxes in the Current Year**

If a city levied \$0 for the current fiscal year, and their non-TIF taxable valuation less agricultural value is over 102.75% of the amount in the previous year, they can levy up to \$8.10 for the budget year.

**If a City Misses Budget Certification Deadlines**

- SF 2442 states that taxes from a city levy may be collected for a fiscal year for which no budget was certified, but that the county shall not distribute any funds collected from the levies to the city until the city certifies its budget and transmits the certified budget to the county auditor.
- Taxes levied by a city whose budget is certified after April 30 shall be limited to the taxes levied for the previous fiscal year and subject to levy rate limits. This amount shall not exceed the amount the city could otherwise collect for that year.
- DOM has the discretion to waive this limitation if the failure to certify the budget by April 30 was caused by one of the following: newspaper failure to publish a notice of hearing after the city gave sufficient time to publish, a verifiable public emergency or weather-related event which forced the cancellation of a required public hearing, or an illness or unexpected vacancy of one or more council members causing a lack of quorum necessary to hold a required hearing, or the failure of state software or process causing the council to miss the required date.

**Maintaining Assessment-Related Information**

- SF 2442 requires that assessors maintain as confidential certain personal information related to homestead tax exemption filers aged 65 and over.
- SF 2442 specifies that valuation and revaluation information be submitted as instructed and on forms provided by DOM.

**Special Case: Tax Increment Finance Timelines for Residential Housing**

SF 2442 provided for a special case relating to housing TIF projects. For a municipality of 15,000 or more in population, use of tax increment financing for the purposes of housing public improvements can be extended an additional 3 years (for a total of 13 years) if all governing bodies of the taxing district affected approve the extension, and if the project for which revenues is being divided was established prior to January 1, 2018. <<

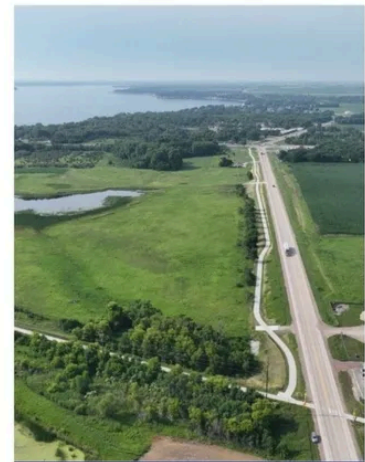


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## Consolidated General Fund Levy Estimation

25G239

City Name

VAN METER

	FY 2025-2026	FY 2026-2027	FY 2027-2028	FY 2028-2029
	Regular Non-TIF w/ G&E	Regular Non-TIF w/ G&E	Regular Non-TIF w/ G&E	Regular Non-TIF w/ G&E
Current Non-TIF Taxable Value	63,733,556	68,827,798	74,428,352	80,580,178
Est. Budget Year Non-TIF Taxable Value	68,827,798	74,428,352	80,580,178	87,338,237
Estimated Growth Percentage	7.9930%	8.1371%	8.2654%	8.3868%
Current CGFL Rate	\$8.12621	\$7.88952	\$7.65972	\$7.43662
Current CGFL Requested Dollars	\$517,912	\$543,018	\$570,100	\$599,244
<b>Growth Limitation</b>	<b>3%</b>	<b>3%</b>	<b>3%</b>	<b>N/A</b>
Max CGFL Rate	\$7.88952	\$7.65972	\$7.43662	<b>NOT CALCULATED</b>
Max CGFL Requested Dollars	\$543,018	\$570,100	\$599,244	<b>NOT CALCULATED</b>
City Selected CGFL Rate	\$7.88952	\$7.65972	\$7.43662	<b>NOT CALCULATED</b>
City Selected CGFL Requested Dollars	\$543,018	\$570,100	\$599,244	<b>NOT CALCULATED</b>
Revenue Increase / Decrease	\$25,106	\$27,082	\$29,144	\$0
Revenue Increase / Decrease %	4.8475%	4.9873%	5.1121%	0.0000%

**CERTIFICATION OF PROPERTY TAX RATES FOR FY 2024/2025 BUDGETS**

**JANUARY 1, 2023 TAXABLE VALUATIONS**

**DEPARTMENT OF MANAGEMENT**

**NOVEMBER 22, 2024**

<b>CONTROL COUNTY</b>		<b>WITH GAS &amp; ELEC</b>	<b>WITHOUT GAS &amp; ELEC</b>
DALLAS COUNTY	<b>REGULAR</b>	63,733,556	55,750,527
	<b>DEBT SERVICE</b>	77,134,010	69,150,981
CITY OF VAN METER	<b>AG LAND</b>	1,689,639	

	REQUESTED DOLLARS	PROP TAX DOLLARS	RATE
REGULAR GENERAL	\$517,912	\$453,040	\$8.12621
CONTRACT FOR USE OF BRIDGE	\$0	\$0	\$
PUBLIC TRANSIT	\$0	\$0	\$0.00000
NON-OWNED CIVIC CENTER	\$0	\$0	\$
OWNED CIVIC CENTER	\$0	\$0	\$
SANITARY DISPOSAL	\$0	\$0	\$
AVIATION AUTHORITY	\$0	\$0	\$0.00000
LEVEE - SPEC CHARTER CITY	\$0	\$0	\$
LIAB / PROP INSURANCE	\$74,504	\$65,172	\$1.16899
LOCAL EMC SUPPORT	\$0	\$0	\$0.00000
INST/MUSIC GROUPS	\$0	\$0	\$
MEMORIAL BUILDING	\$0	\$0	\$
SYMPHONY ORCHESTRA	\$0	\$0	\$
CULTURAL SCIENTIFIC	\$0	\$0	\$
COUNTY BRIDGE	\$0	\$0	\$
MISSI/MISSOU BRIDGE	\$0	\$0	\$
AID TO TRANSIT COMPANY	\$0	\$0	\$
MAINTAIN INST/GIFT	\$0	\$0	\$
CITY EMER MED DIST	\$0	\$0	\$
SUPPORT OF PUBLIC LIBRARY	\$0	\$0	\$
UNIFIED LAW	\$0	\$0	\$0.00000
EMERGENCY	\$0	\$0	\$
POLICE / FIRE RETIRE	\$0	\$0	\$0.00000
FICA / IPERS	\$120,000	\$104,969	\$1.88284
OTHER EMPLOYEE BENEFITS	\$170,000	\$148,706	\$2.66735
CAPITAL IMPR RESERVE	\$0	\$0	\$0.00000
DEBT SERVICE	\$28,000	\$25,102	\$0.36300
TOTAL REGULAR TAX RATE	\$915,491	\$802,064	\$14.20839
AGRICULTURAL LEVY	\$5,075	\$5,075	\$3.00360
SSMID 1 LEVY	\$0	\$0	\$0.00000
SSMID 2 LEVY	\$0	\$0	\$0.00000
SSMID 3 LEVY	\$0	\$0	\$0.00000
SSMID 4 LEVY	\$0	\$0	\$0.00000
SSMID 5 LEVY	\$0	\$0	\$0.00000
SSMID 6 LEVY	\$0	\$0	\$0.00000
SSMID 7 LEVY	\$0	\$0	\$0.00000
SSMID 8 LEVY	\$0	\$0	\$0.00000

EST UTIL TAX REPLACEMENT \$113,427

PRINTED ABOVE ARE THE TAX LEVIES WE ARE CERTIFYING TO YOUR COUNTY AUDITOR. CONTACT YOUR COUNTY AUDITOR OR TED NELLESEN AT 515-281-3705 IMMEDIATELY IF YOU HAVE QUESTIONS OR FIND ERRORS THESE TAX RATES ARE CONSIDERED CORRECT AND FINAL IF WE DO NOT HEAR FROM YOU.

# Agenda Item #6

## Discussion and Possible Action: Employee Evaluation Matrix & Timing of Merit Increases

### Submitted for: **Discussion and Possible Action**

At the direction of Council, staff has been working on annual employee evaluations. However, the understanding from staff is that this first set of evaluations does not result in any changes in pay.

The Council approved handbook states a COLA pay increase in July and potential merit based increases in the pay period after the review (and reviews are to be completed by 11/30 on an annual basis). Staff has attached a sample matrix that could be used to assist in determining how pay increases are determined. Earlier in 2024, Council discussed capping COLA at the determined rate or 3% whichever is lower and then determining a range for merit based increases. For budget purposes, if Council can determine a maximum pay increase % cap, staff can budget using the maximum. Council can determine wages as of 7/1/25 taking into account COLA only. CY25 Evaluations can use the agreed upon evaluation matrix to determine the merit based increase if so determined by the result of the evaluation.

If Council no longer wishes to use this format, staff still needs an approximate wage increase % for budget purposes. The handbook will also need to be amended.

COLA for 2025 has been set at 2.5%

### Recommendation:

### Sample Language:

City Councilmember: \_\_\_\_\_ ***So moved.***

City Councilmember: \_\_\_\_\_ ***Second.***

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

City Clerk: **Akers** \_\_\_\_\_ **Brott** \_\_\_\_\_ **Grolmus** \_\_\_\_\_ **Pelz** \_\_\_\_\_ **Westfall** \_\_\_\_\_

**City of Van Meter  
City Administrator Evaluation**

Employee Information	Review Information
Name: _____	Evaluator: _____
City Administrator _____	Time Evaluator has supervised employee: _____ Years _____ Months
Time in Current Position: _____ Years _____ Months	
Employment Status: _____ Full-Time	Date of Review: _____
	Type of Review: _____ Probationary _____ Annual _____ Other

**Employees who have more than nine (9) elements marked in the combined rating categories as “Needs Improvement” should be placed on a performance improvement plan, reviewed monthly until satisfactory performance is achieved.**

n/a (0)	Needs Improvement (1)	Meets Expectations (2)	Exceeds Expectations (3)	Rating Categories
<b>Mark ranking with appropriate #</b>				<b>1. Professional Skills and Status</b>
				a) Maintains knowledge of current developments impacting local government management
				b) Demonstrates a capacity for innovation & creativity
				c) Anticipates and analyzes problems to develop effective approaches for solving them
				d) Willing to try new ideas proposed by City Council members and/or staff
<b>Mark ranking with appropriate #</b>				<b>2. Relations with Members of Council</b>
				a) Carries out directives of the body as a whole as opposed to those of any one member or minority of the group
				b) Sets meeting agendas that reflect the guidance of the City Council and avoids unnecessary involvement in administrative actions
				c) Assists by facilitating decision making without usurping authority
				d) Responds well to requests, advice, and constructive criticism
<b>Mark ranking with appropriate #</b>				<b>3. Policy Execution</b>
				a) Implements City Council actions in accordance with the intent of council
				b) Supports the actions of the City Council, both inside and outside the organization, after a decision has been reached
				c) Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
				d) Offers workable alternatives to the City Council for changes in law or policy when an existing policy or ordinance is no longer practical

**City of Van Meter  
City Administrator Evaluation**

Mark ranking with appropriate #				4. Reporting
				a) Provides regular information and reports to the City Council concerning matters of importance to the local government
				b) Responds in a timely manner to requests from the City Council for special reports
				c) Takes the initiative to provide information, advice, and recommendations to the City Council on matters that are nonroutine and not administrative in nature
				d) Produces reports that are accurate, comprehensive, concise, and written to their intended audience
Mark ranking with appropriate #				5. Strategic Planning
				a) Creates timely and appropriate opportunities for long-term planning and policymaking
				b) Provides valuable professional input and facilitation of annual strategic planning process
				c) Makes sustained and meaningful progress on Council's strategic objectives
				d) Provides timely and substantive updates on the progress made on Council's strategic objectives
Mark ranking with appropriate #				6. Staffing
				a) Recruits and retains competent personnel for staff positions
				b) Applies an appropriate level of supervision to improve any areas of substandard performance
				c) Manages the compensation and benefits plan professionally
				d) Promotes training and development opportunities for employees at all levels of the organization
Mark ranking with appropriate #				7. Supervision
				a) Encourages heads of departments to make decisions within their jurisdictions with minimal Administrator involvement, yet maintains general control of operations by providing the right amount of communication to the staff
				b) Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
				c) Develops and maintains a friendly and informal relationship with the staff and workforce in general, yet maintains the professional dignity of the Administrator's office
				d) Encourages teamwork, innovation and effective problem solving among staff members

**City of Van Meter  
City Administrator Evaluation**

Mark ranking with appropriate #				8. Fiscal Management
				a) Prepares a balanced budget to provide services at a level directed by council
				b) Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
				c) Ensures that actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
				d) Monitors and manages fiscal activities of the organization appropriately
Check the applicable choice				9. Overall
Yes _____ No _____				Taking all the foregoing categories and factors in consideration, and on the whole, are you satisfied with the City Administrator's performance?

What should the City Administrator START doing to be more effective?

What should the City Administrator STOP doing to be more effective?

**City of Van Meter  
City Administrator Evaluation**

What should the City Administrator STOP doing to be more effective?

Accomplishments & Completed Projects During Review Period	Date

Professional Development & Goals (as agreed upon)	Target Date

Overall Scoring (add columns)	0	1	2	3
	0	0	0	0
	<b>Total</b>		<b>0</b>	
	<b>Average</b>		<b>0</b>	

**Instructions to Employee:** Please sign this form within 48 hours of receiving it & return to your Evaluator. Your signature does indicate agreement, rather it indicates that your evaluator has 1) discussed your review with you 2) has provided you the opportunity to write comments 3) you have had the opportunity to set future goals and 4) you have been provided a copy. If you are contesting this review, please notify your evaluator in writing with in 48 hours of receipt.

Signatures	Date
City Administrator:	
Mayor:	



**City of Van Meter  
Employee Evaluation**

Employee Information		Review Information	
Name:		Evaluator:	
Job Title:		Time Evaluator has supervised employee: _____ Years _____ Months	
Department:			
Time in Current Position: _____ Years _____ Months		Date of Review:	
Employment Status: _____ Full-Time _____ Perm Part-Time		Type of Review: _____ Probationary _____ Annual _____ Other	

**Employees who have more than nine (9) elements marked in the combined rating categories as “Needs Improvement” should be placed on a performance improvement plan, reviewed monthly until satisfactory performance is achieved.**

n/a	Needs Improvement (1)	Meets Expectations (2)	Exceeds Expectations (3)	Rating Categories
Mark with appropriate #				<b>1. Attendance &amp; Punctuality</b>
				a) Maintains regular attendance
				b) Observes scheduled work hours
				c) Schedules time off with appropriate notice
				d) Observes appropriate call-in procedures
				e) Keeps unplanned absences to a minimum
Mark with appropriate #				<b>2. Job Knowledge</b>
				a) Accomplishes daily assignments with minimal supervision
				b) Routinely sequences tasks to complete projects/tasks
				c) Stays up to date with changes in process/work flows
				d) Maintains proficiency in applicable skill sets
				e) Complies with work rules, procedures and policies
Mark with appropriate #				<b>3. Productivity &amp; Initiative</b>
				a) Stays organized & managed time to complete daily tasks
				b) Completes assigned tasks without supervisory prompts
				c) Routine tasks are completed at acceptable volumes
				d) Communicates status of work if issues arise
Mark with appropriate #				<b>4. Quality of Work</b>
				a) Work product is accurate
				b) Work product is complete & clear
				c) Written communication is understandable
				d) Project deadlines are met
Mark with appropriate #				<b>5. Professionalism</b>
				a) Supports positive work environment & accepts change
				b) Accepts direction & performance feedback
				c) Communicates professionally & diplomatically
				d) Remains open to professional development
				e) Adheres to the City's Code of Conduct policy
				f) Adheres to the City's Conflict of Interest policy
				g) Adheres to the City's Ethics policy
				g) Maintains confidentiality
				h) Wear appropriate attire & has proper hygiene

**City of Van Meter  
Employee Evaluation**

n/a	Needs Improvement (1)	Meets Expectations (2)	Exceeds Expectations (3)	
<b>Mark with appropriate #</b>				<b>6. Customer Service</b>
				a) Is courteous, polite & patient with co-workers & citizens
				b) Maintains good manners (in person, phone & email)
				c) Practices good listening
				d) Promptly responds to requests for information & assistance
<b>Mark with appropriate #</b>				<b>7. Teamwork &amp; Relationships</b>
				a) Positively interacts with others in favorable & difficult times
				b) Committed to working together on projects & problem solving
				c) Shares information
				d) Remains open-minded to new solutions and ideas
				e) Treats co-workers in a cooperative, equitable manner
				f) Flexible when schedules change due to work demands
<b>Mark with appropriate #</b>				<b>8. Problem Solving</b>
				a) Approaches problems in a positive manner
				b) Trouble-shoots potential causes of problems/issues
				c) Identifies possible solutions to problems
				d) Involves supervisors when needing additional support
				e) Shares information and seeks additional input
<b>Mark with appropriate #</b>				<b>9. Safety</b>
				a) Routinely engages in safe work practices
				b) Attends safety trainings and implements learned techniques
				c) Routinely wears personal protective equipment
				d) Consistently uses tools and equipment in a safe manner
				e) Drive defensively and with caution; wears seatbelt
				f) Reports safety incidents to supervisor when they occur
<b>Mark with appropriate #</b>				<b>10. Decision Making</b>
				a) Identifies potential issues & possible resolutions
				b) Evaluates multiple options with objective analysis
				c) Recommends course of action to supervisor
				d) Demonstrates sound judgement when making timely decisions
				e) Is fiscally responsible with expenditures & budget
<b>Mark with appropriate #</b>				<b>11. Leadership</b>
				a) Leads by example: attendance, organization, accuracy
				b) Leads by example: work completion, time management
				c) Effectively schedules and coordinates subordinates' work
				d) Plans & organizes work efforts to achieve city goals
				e) Develops or assists in developing the strategic plan
				f) Communicates effectively with peers
				g) Provides pertinent information to staff
				h) Demonstrates fair & objective supervision
				i) Effectively evaluates subordinates & sets goals
				j) Documents & addresses poor performance
				k) Identifies training & mentoring opportunities for staff
				l) Recognizes accomplishments of staff

**City of Van Meter  
Employee Evaluation**

<b>Evaluator Summary Comments</b>

<b>Employee Summary Comments</b>

<b>Accomplishments &amp; Completed Projects During Review Period</b>	<b>Date</b>

<b>Professional Development &amp; Goals (as agreed upon)</b>	<b>Target Date</b>

**City of Van Meter  
Employee Evaluation**

<b>Overall Scoring (add columns)</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
	0	0	0	0
	<b>Total</b>			<b>0</b>
	<b>Average</b>			<b>0</b>

**Instructions to Employee: Please sign this form within 48 hours of receiving it & return to your Evaluator. Your signature does indicate agreement, rather it indicates that your evaluator has 1) discussed your review with you 2) has provided you the opportunity to write comments 3) you have had the opportunity to set future goals and 4) you have been provided a copy. If you are contesting this review, please notify your evaluator in writing with in 48 hours of receipt.**

<b>Signatures</b>	<b>Date</b>
Employee:	
Evaluator:	
City Administrator:	

## **Policy for Implementation of a Hybrid COLA/Merit Based Pay Plan**

### **Purpose**

To establish a compensation plan, that is both internally and externally equitable, within the city and with comparable communities.

The plan recognizes the performance and proficiency of employees through merit increases subject to criteria identified herein.

### **Approved Recommendations**

COLA will be the rate determined by the Social Security Administration or 3%, whichever rate is lower.

### **Criteria for eligibility for COLA and Merit Increases**

#### **Minimum Proficiency Criteria established as follows:**

1. Satisfactory or better composite or aggregate score on yearly performance evaluation
2. If applicable, demonstration of completion of evaluations for employees under his/her supervision.
3. Documented completion of required training as mandated in individual job descriptions. This training is required to receive a satisfactory or better score on yearly personnel evaluation.

City Administrator and/or City Clerk shall review all employee evaluations prior to the performance evaluation being conducted.

There will be three proficiency levels established:

1. **Level One** – Does not meet minimum established proficiency criteria
2. **Level Two** – Meets minimum established proficiency criteria
3. **Level Three** – Receives an 80% (or other score indicator) or higher performance rating on evaluation (exceeds proficiency criteria).

#### **Level One Evaluations:**

Employees failing to meet established minimum proficiency criteria will be only be eligible for a COLA or 3% pay increase effective July 1 of the next fiscal year, whichever rate is lower. Any employee failing to meet minimum proficiency criteria two consecutive rating periods will be subject to corrective action up to and including termination.

#### **Level Two Evaluations:**

Employees meeting established minimum proficiency criteria will be eligible for a COLA or 3% pay increase effective July 1 of the next fiscal year plus a merit based pay increase of \_\_\_\_% as a result of the evaluation. The merit based pay increase will be reviewed and approved by the Council during the regular business meeting in December and will effective upon Council approval.

**Level Three Evaluations:**

Employees receiving an 80% or higher composite or aggregate score performance rating on evaluation criteria will be eligible for a COLA or 3% pay increase effective July 1 of the next fiscal year plus a merit based pay increase of \_\_\_\_% as a result of the evaluation. The merit based pay increase will be reviewed and approved by the Council during the regular business meeting in December and will effective upon Council approval.

**Transition to Merit Plan**

Effective July 1, 2024 eligible employees received annual wage increases as approved by Council.

Effective July 1, 2025 eligible employees will receive a COLA or 3% pay increase, whichever rate is lower. Employee evaluations will be completed prior to November 30, 2025. The City Administrator or Department Head will present proposed merit based pay increases to Council at the December 8, 2025 regular business meeting. Approved merit based increases will be effective as of December 15, 2025 – the start of the pay period preceding approval.

The Council reserves the right to suspend COLA and/or merit increases due to emergency situations or any time budgetary concerns or fund balances do not allow for pay increases.

The council shall also have the discretion to modify the manner in which yearly increases are determined. This policy in no way mandates or assures any type of yearly increase for affected personnel.

The City of Van Meter has the sole and absolute discretion to amend, change, withdraw or add in whole or in part any non-negotiated policy, benefit or practice at any time.

“These documents are not intended to create any contractual rights in favor of the employee or the City. The City reserves the rights to change the terms of non-negotiable policies contained herein at any time.”

The City expects all employees to read and comply with each personnel policy as adopted by the City of Van Meter. Non-compliance, unless otherwise specified, will be subject to disciplinary action up to and including termination. Employees noting violations of any policy are expected to report said violations in accordance with the procedure defined in the Employee Handbook.

The City of Van Meter maintains a nondiscrimination policy with respect to employees and applicants for employment. No aspect of employment with the City will be influenced in any manner by race, color, religion, sex, age, national origin, disability, or any other basis prohibited by statute.

## **Performance Appraisal**

Performance evaluations will give you an opportunity to discuss your development with your supervisor. To ensure that you perform your job to the best of your abilities, it is important that you be recognized for good performance and that you receive appropriate suggestions for improvement when necessary. This will allow you to know where you stand in relation to the job requirements. Each director is responsible for the timely and proper completion of an employee performance review and evaluation report.

Performance reports shall be made on the standard form provided by the City Clerk or City Administrator and must be submitted at the specified times:

1. At the end of the probationary period.
2. Annually, no later than November 30 of each calendar year

An annual Cost of Living Allowance pay increase may occur July 1st of each year pending a satisfactory performance evaluation. A merit based increase may occur effective during the pay period after a performance evaluation based on the recommendation of the Department Head to the City Administrator and presentation & approval of the City Council. All written performance reviews will be based on your overall performance in relation to your job responsibilities and will also consider your conduct, demeanor, and record of attendance and tardiness.

In addition to the regular performance evaluations described above, special written performance evaluations may be conducted by your supervisor at any time to advise you of the existence of performance or disciplinary problems.

A new police employee will be evaluated every year. The first year for a new police officer includes successful completion of an approved Law Enforcement Academy. The Iowa Law Enforcement Academy shall determine whether a cadet is approved.

In the event the supervisor does not complete timely performance appraisals, it is the employee's responsibility to bring this to the attention of the supervisor. If the appraisal is not done within ten days after the employee's complaint, the employee shall bring the matter to the attention of the City Administrator or, in the case of the police department, the Mayor.

Since 1975, Social Security general benefit increases have been cost-of-living adjustments or COLAs. The 1975-82 COLAs were effective with Social Security benefits payable for June in each of those years; thereafter COLAs have been effective with benefits payable for December.

Prior to 1975, Social Security benefit increases were set by legislation.

### Social Security Cost-Of-Living Adjustments

<u>Year</u>	<u>COLA</u>	<u>Year</u>	<u>COLA</u>	<u>Year</u>	<u>COLA</u>
1975	8.0	1995	2.6	2015	0.0
1976	6.4	1996	2.9	2016	0.3
1977	5.9	1997	2.1	2017	2.0
1978	6.5	1998	1.3	2018	2.8
1979	9.9	1999 <sup>a</sup>	2.5	2019	1.6
1980	14.3	2000	3.5	2020	1.3
1981	11.2	2001	2.6	2021	5.9
1982	7.4	2002	1.4	2022	8.7
1983	3.5	2003	2.1	2023	3.2
1984	3.5	2004	2.7	2024	2.5



# Agenda Item #7

## Discussion and Possible Action: Speed Limit on 340th Trail

Submitted for: **Discussion and Possible Action**

Chief Brown will lead a discussion regarding the lack of speed limit signs on 340th Trail (a gravel road within the City Limits)

Recommendation:

Sample Language:

City Councilmember: \_\_\_\_\_ ***So moved.***

City Councilmember: \_\_\_\_\_ ***Second.***

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

City Clerk: Akers \_\_\_\_\_ Brott \_\_\_\_\_ Grolmus \_\_\_\_\_ Pelz \_\_\_\_\_ Westfall \_\_\_\_\_

# Agenda Item #8

Discussion and Possible Action:

Resolution #2024-132 Adopting SUDAS Standard Specifications

Submitted for: **Discussion and Possible Action**

PW Director McCombs has requested that the City consider formally adopting SUDAS standards. City Engineer Veenstra has provided additional information included in the packet.

Recommendation: **Approve**

Sample Language: **Motion to adopt Resolution #2024-132 Adopting SUDAS Standard Specifications as presented**

City Councilmember: \_\_\_\_\_ ***So moved.***

City Councilmember: \_\_\_\_\_ ***Second.***

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

City Clerk: Akers \_\_\_\_\_ Brott \_\_\_\_\_ Grolmus \_\_\_\_\_ Pelz \_\_\_\_\_ Westfall \_\_\_\_\_

**Resolution #2024-132**

“A Resolution to Adopt the Statewide Urban Design and Specifications (SUDAS) Standard Specifications (2024 Edition) as revised by the SUDAS General Supplemental Specifications, as provided for by the City of Van Meter, and Allowing the City of Van Meter to Develop and Adopt Supplement Specifications ”

**Whereas**, City Staff wishes to adopt the most recent version (2024) of SUDAS Standard Specifications with the exception of Division 1, and

**Whereas**, the City wishes to develop and adopt Supplemental Specifications that may take precedence over the unmodified SUDAS Standard Specifications, and

**Whereas** the City will place the Supplemental Standards on file with the City Engineer and at City Hall upon development & adoption, now

**Therefore**, be it resolved by the Van Meter City Council that:

1. The City adopts the SUDAS Standard Specifications for all public improvements, except Division 1 of the SUDAS Specifications as they are not applicable except as necessary for reference purposes.
2. The City reserves the right to utilize project specifications on a project by project basis.
3. The City reserves the right to develop and adopt Supplemental Specifications that modify, delete or add to the SUDAS Standard Specifications and any adopted Supplemental Specifications take precedence over the SUDAS Standard Specifications.
4. Upon development and adoption, the City of Van Meter Supplemental Specifications will be kept on file with the City Engineer and at City Hall. The Supplemental Specifications will be available to the public for use in the construction of public improvements and for construction within the public right of way.

Passed and approved this 25<sup>th</sup> day of November, 2024.

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Joe Herman, Mayor

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Jessica Drake, City Clerk



**VEENSTRA & KIMM INC.**

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West Des Moines, Iowa 50266

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www.v-k.net

November 6, 2024

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

VAN METER, IOWA  
SUDAS STANDARD SPECIFICATIONS

At the staff meeting on November 4, 2024 Public Works Director Drew McCombs indicated the idea for the City to formally adopt SUDAS as the specifications for public improvements. Although the City has not formally adopted the SUDAS specifications, all development in the City occurs in accordance with SUDAS.

On most public improvement projects, the SUDAS specifications are utilized. There are some projects such as the recent booster station, where the SUDAS specifications are not particularly applicable and project based specifications are utilized. For projects, such as the upcoming water main replacement project, where SUDAS is applicable the specifications provide work is to occur in accordance with SUDAS except as otherwise noted in the project specifications.

Given the City's use of the general SUDAS specifications, the writer believes it would be appropriate for the City to adopt the SUDAS specifications as the standard specification for the City. In doing so the writer would suggest the resolution adopting the current addition of SUDAS as the standard specifications include certain exceptions.

The first exception is Division 1 of the SUDAS specifications is not being adopted and is only applicable to the extent of clarifying references in the adopted SUDAS specifications. Division 1 of the SUDAS specifications is not a technical specification. Division 1 is the administrative portion of the specifications. The intent of Division 1 of SUDAS is to replace most of the procedural front-end documents in a City constructed project.

One of the primary reasons SUDAS includes Division 1 is the SUDAS specifications are a derivation from the City of Des Moines standard specifications. The City of Des Moines standard specifications included the administrative portion of the specifications for City constructed contracts. Also, the City

of Des Moines uses a different procedure for private development contracts. In Des Moines the City becomes a party to the contract for construction of improvements in subdivisions. No other City in central Iowa has adopted that practice. For the typical development project Division 1 is not applicable.

The concern with Division 1 is it incorporates certain provisions not related to the technical aspects of construction even though they are not intended. For example, there is a risk allocation model in SUDAS that exposes the City to significant change orders while the common practice for most smaller Cities is to place that risk on the contractor.

Second, the adoption of the SUDAS specifications should include language indicating the City, at its discretion, may utilize specifications other than SUDAS. This provision allows the City to use project based specifications when it determines the SUDAS specifications are not the appropriate specification for the project. While most projects by the City will be constructed under SUDAS there may be projects where the use of SUDAS would not be appropriate.

Third, the adoption should allow the City to develop Supplemental Specifications that would be standard for Van Meter and take precedence over SUDAS.

If the City wishes to adopt SUDAS the writer would suggest the following:

The City adopts the SUDAS Standard Specifications for all public improvement projects, except Division 1 of the SUDAS Specifications are not applicable except as necessary for reference purposes. The City reserves the right to utilize project specifications on a project by project basis and the City reserves the right to adopt Supplemental Specifications that modify, delete or add to the SUDAS specifications and any approved Supplemental Specifications take precedence over the SUDAS standard specifications.

If you have any questions or comments concerning the project, please contact the writer at 515-225-8000, or [bveenstra@v-k.net](mailto:bveenstra@v-k.net).

VEENSTRA & KIMM, INC.



H. R. Veenstra Jr.

HRVJr:crt

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Cc: Jessica Drake

# Agenda Item #9

## 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 \_\_\_\_\_ GroImus \_\_\_\_\_ Pelz \_\_\_\_\_ Westfall \_\_\_\_\_

Mayor: *This meeting is adjourned at \_\_\_\_\_pm. Thank you.*