

Council Meetings

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

Joe Herman, Mayor

Council Members

Travis Brott, Mayor Pro Tem

Joel Akers

Blake Grolmus

Quin Pelz

Penny Westfall

City Staff

Liz Faust, City Administrator

Jess Drake, City Clerk

Drew McCombs, Public Works Director

Sam Chia, Parks & Rec Director

Jonatha Basye, Library Director

Michael Brown, Police Chief

Mark Schmitt, Fire Chief

John Fatino, Whitfield & Eddy, PLC

Randy Johnson, Veenstra & Kimm, Inc.

Posted: Friday, May 9, 2025

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

Meeting Agenda:

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Introductions**
- 4. Civility Statement**
- 5. Approval of the Agenda**
- 6. Citizen Hearing**
- 7. Consent Agenda**
 - a. Minutes of April 14, 2025 City Council Regular Business Meeting
 - b. May Claims List
 - c. April Financial Reports
 - d. April Building Permit Report
 - e. April IPAIT Report
 - f. Resolution #2025-44 Approving Appointment of a Member to the Van Meter Volunteer Fire Department – Heimdal
 - g. Resolution #2025-62 Assigning an Address to Johnson Park – 325 Division Ave
 - h. Resolution #2025-63 Agreement for Professional Services – Bolton & Menk – Master Park Plan
 - i. Resolution #2025-64 Approving an Agreement for Professional Services – Bolton & Menk Planning Services
 - j. Approval of Notice of Non-Renewal to GIS Workshop, LLC dba gWorks effective January 1, 2026
 - k. Approval of Retail Tobacco License Renewal - Casey's General Store
 - l. Resolution #2025-65 Approving an Agreement for Professional Services - Veenstra & Kimm - Brookview Annexation Survey Services Agreement
- 8. Public Hearings**
 - a. Second Reading of Proposed Amendment to Chapter 92 Water Rates of the Code of Ordinances
 - b. Second Reading of Proposed Amendment to Chapter 99 Sewer Service Charges of the Code of Ordinances
 - c. First Reading of Proposed Amendment to Chapter 106 Collection of Solid Waste Collection
 - d. Proposed Addition of Chapter 174 Mailboxes to the Code of Ordinances
- 9. Discussion and Consideration: Ordinance #2025-11 An Ordinance Amending the Code of Ordinances of the City of Van Meter – Addition of Chapter 174 Mailboxes**
- 10. Discussion and Consideration: Changes Order Requests - Arlington Avenue Street Project**
 - a. Resolution #2025-66 Approving Change Orders for Arlington Ave Project
- 11. Discussion and Consideration: Resolution #2025-67 Setting Date of Public Hearing for June 9, 2025 – FY25 Budget Amendment #2**
- 12. Discussion and Consideration: Resolution #2025-68 Approving a Fee Schedule for the City of Van Meter**

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13. Discussion and Consideration: Resolution #2025-69 Approving Tax Abatement for Certain Properties as a Result of Annexation
14. Discussion and Consideration: Termination Notice - 28E Lee Township
15. Discussion: Proposed Policy Manual - Draft
16. Closed Session Pursuant to Iowa Code 21.5 (c) Matters Pending Litigation
17. Possible Action as a result of Closed Session Pursuant to Iowa Code 21.5 (c) Matters Pending Litigation
18. Reports:
 - a. City Administration
 - b. Legislative Update
 - c. Public Works
 - d. Police
 - e. Fire
 - f. Library
 - g. Parks & Recreation
 - h. City Engineer
 - i. City Attorney
19. Adjournment

Posted: Friday, May 9, 2025

Agenda Item #1

Call to Order

Mayor: *The time is 7:00pm on Monday, May 12, 2025.*

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

Agenda Item #2

Pledge of Allegiance

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

Agenda Item #3

Introductions

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

Agenda Item #4

Civility Statement

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

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

Agenda Item #5

Approval of the Agenda

Submitted for: **ACTION**

Recommendation: **APPROVAL**

Sample Language:

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

City Administrator or Clerk: _____

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

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

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

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

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

Mayor: ***The agenda is adopted as presented.***

Agenda Item #6

Citizen Hearing

Sample Language:

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

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

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

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

Agenda Item #7

Consent Agenda

Submitted for: **ACTION**

Recommendation: **APPROVAL**

Sample Language:

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

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

Additional Claims will be provided Monday if needed.

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

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

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

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

Mayor: ***The Consent Agenda is adopted.***

City of Van Meter, Iowa

City Council Minutes – April 14, 2025

- 1) The Van Meter City Council met for a regular council meeting on Monday, April 14,2025, at the United Methodist Church located at 100 Hazel Street, Van Meter, IA 50261. Mayor Herman called the meeting to order at 7:01pm. The following council members were present upon roll call: Joel Akers, Travis Brott, Blake Grolmus, and Quin Pelz. Council member Westfall was absent.
Staff present: City Attorney Fatino, City Engineer Randy Johnson, Police Chief Mike Brown, Public Works Director Drew McCombs, Library Director Jonatha Basye, City Clerk Jessica Drake, and City Administrator Liz Faust.
Public Present: Jeff Lonning - Resident. Dave Hockett – Bolton & Menk. Matt Stoffel – PFM Financial Advisors, LLC.
- 2) Mayor Herman led the Pledge of Allegiance.
- 3) Introductions were made.
- 4) Mayor Herman read a Civility Statement setting expectations of respect for the meeting.
- 5) City Clerk Drake noted that agenda item #9 was to be pulled from the Agenda and moved to the May agenda. Grolmus moved, supported by Akers, to approve the agenda as amended. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus-YES; Pelz – YES; Westfall - ABSENT. **YES (4) NO (0) ABSTAIN (0) ABSENT (1)**
- 6) No one addressed the Council during the Citizen’s Hearing.
- 7) City Clerk Drake noted that item #7s – March 10, 2025 Minutes had been added on Friday after the initial packet had been sent. Item #7i was t be pulled from the agenda. Mayor Herman asked for a motion to adopt the consent agenda as amended which included the following:

a. Minutes of March 31, 2025 City Council Special Meeting

b. Minutes of April 3, 2025 Parks & Rec Board Meeting

c. Minutes of April 10, 2025 Board of Adjustment Meeting

d. April Claims List

Claims Report

Vendor	Reference	Amount
A-D Distributing Co Inc	Flags	\$275.10
Acco	Water Chemicals	\$606.00
Accujet Llc	Vac'd Storm Line	\$709.36
Adt Security Services	Alarm Monitoring Service Plan	\$172.62
Aflac	Aflac Pretax	\$301.32
Amazon Capital Services	March Amazon	\$2,323.60
American Underground Supply	Curb Stop Repair Supplies	\$230.28
Apwa Iowa Chapter	Spring Conference	\$260.00
At&T Mobility	Pd/Fd Phone Service	\$277.60
Base	May FSA Admin	\$30.00
Bolton & Menk Inc	Master Trails Engineering	\$8,253.00
Brian Anderson Construction	Sb Dugout Repair	\$700.00
Calhoun-Burns & Assoc	2025 Bridge Rating & Inspect	\$810.00
Challenger Teamwear	Soccer Ref Kits	\$467.14
City Of Van Meter	Greater Dsm Umpire 4/14-15	\$575.00
Collier Wilmes	Mini Comic Class Summer Read	\$100.00
Culligan	Water Cooler	\$81.71
Darrin Crow	Summer Reading	\$300.00
Delta Dental	Dental Vision Premium	\$923.26
Doug Applegate	Mural Painting - Summer Reading	\$150.00
Earlham Savings Bank	Ebank Eft Ach Fees	\$25.00
EFTPS	Fed/FICA Tax	\$15,304.67
Elan Financial - Ebank Cc	March Purchases	\$3,059.45
Elite Sports	Little League Uniforms	\$4,299.00
Frontline Warning Systems	Annual Siren Maint	\$1,480.00
Gatehouse Media Ia Holdings	Publications	\$670.00
Heartland Business System	Pw Laptops & March Services	\$9,099.55
I80 Concrete	Water Main Concrete Replace	\$3,940.00
IBTSA	Group Training	\$35.00
Industrial Chem Labs	Lift Station Degreaser	\$1,187.73
Iowa Prison Industries	Street Signs/Posts	\$3,751.80
Iowa Soccer Association	24/25 Registration Fees	\$7,973.30
IPERS	Protect IPERS	\$9,271.54
Jessica Drake	Reimburse -FSA & Mileage	\$667.41
Jmt Trucking	Street Maint	\$170.81
King's Material Inc	Memorial Park Rubber Mulch	\$547.56
Konica Minolta	April Service - Copier	\$35.20
Liz Faust	lcma Mileage Remiburse	\$819.78
Lowe's	March Purchases	\$739.69
Matheson Tri Gas Inc	Oxygen	\$43.48
Mediacom	Internet Services	\$256.95
Midamerican Energy	Gas/Elec	\$3,078.82
Midamerican Energy Recplex	Outdoor Soccer Field Rental	\$1,968.00
Orkin	Lib Pest Control	\$79.00
Russell Abstract & Title	316 Title	\$175.00
Schildberg Construction	Richland Rock Replace	\$458.26
Shelly James	Jan, Feb, March, April Clean	\$360.00
Signature Sign & Graphics	Ems Vehicle Wrapping	\$2,816.55
Stack Pay - Rec Fees	Stack Pay Refund	\$75.00
The Hartford	Life Premium	\$502.09
Thorpe Water Dev Co	Opp By Affidavit	\$400.00
Treas - St Of Ia Sales Tx	March Water Excise Tax	\$1,617.11
Treas - State Of Iowa W/H	State Tax	\$1,521.83
Underground Solutions	Wilson Street Water Main Break	\$7,000.00
Unwind Designs	Diamond Painting Program	\$375.00
Utility Equipment Co	U-Bracket	\$1,615.88
Veenstra & Kimm Inc	March Service Charges	\$176,305.54
Verizon Wireless	March Phone Charges	\$2,910.28
Vm Community Development	2025 Flags	\$250.00
Waste Connections	Garbage Contract	\$12,987.10
Waste Solutions Of Ia	Kybos - Soccer Fields	\$1,264.45
Wellmark	Medical Premium	\$13,175.94
Wells Fargo Cc	Credit Card Expenses	\$7,753.96
Wex Bank	Fuel	\$1,440.06
Whitfield & Eddy Plc	Legal Services March	\$4,469.50

Ziegler Inc	Sewer Generator Maint.	\$521.23
Accounts Payable Total		\$324,044.51
Invoices: Paid		\$54,072.92
Invoices: Scheduled		\$269,971.59
Refund Checks Total		-
Payroll Checks		\$65,982.16
***** Report Total *****		\$390,026.67
General	\$141,368.44	
Road Use Tax	\$830.86	
Arlington Road Resurface	\$1,941.27	
Master Trails Project	\$8,583.21	
601 Municipal Building	\$360.42	
Water Main Replacement P1	\$142.30	
Water Supply Improvements	\$5,934.50	
Microsoft Capital Improve	\$163,907.49	
Water	\$42,649.79	
Sewer	\$24,308.39	
Total Funds	\$390,026.67	

- e. March Financial Statements
- f. March Building Permit Report
- g. March IPAIT Report
- h. Resolution #2025-43 Setting Wages – Public Works
- ~~i. Resolution #2025-44 Approving Appointment of a Member to the VMFD~~
- j. Resolution #2025-45 Authorizing Approval of a Contract for Fireworks – J&M Displays, Inc.
- k. Resolution #2025-46 Approving CY25 Insurance Renewal – Jester Insurance
- l. Resolution #2025-47 Approving Class C Liquor License Renewal – 5th Quarter
- m. Resolution #2025-48 Authorizing Approval of Network as a Service Agreement – FENIX USA
- n. Resolution #2025-49 Authorizing Approval of a Services Agreement – Iowa Code Enforcement
- o. Resolution #2025-50 Approving FY25 Interfund Transfers
- p. Resolution #2025-51 Assigning an Address – 100 Sports Park Drive (Rec Complex)
- q. Resolution #2025-52 Authorizing Approval of a Program Fee Agreement with ISU Extension – Planning & Zoning Workshop
- r. Resolution #2025-53 Authorizing Approval of a Building Department Inspection Services Agreement – Veenstra & Kimm
- s. Minutes of the March 10, 2025 City Council Regular Business Meeting

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

- 8) Matt Stoffel with PFM Financial Advisors, LLC presented the City’s Financial Planning Models including Debt Planning Models, Water Enterprise and Sewer Enterprise models. He also presented an overview on the proposed property tax legislation.
- 9) MOVED TO MAY AGENDA
- 10) Public Hearings

a. Brott moved, supported by Grolmus, to open the public hearing regarding the proposed FY26 Full Budget Adoption. Motion carried. The hearing opened at 7:53pm. One written comment was received from a non-resident prior to the hearing. No comments were received during the hearing. Brott moved, supported by Grolmus, to close the public hearing. Motion carried. The hearing closed at 7:54pm.

b. Pelz moved, supported by Akers, to open the public hearing regarding a proposed amendment to the Code of Ordinances – Chapter 164 Vacant Buildings. Motion carried. The hearing opened at 7:55pm. No comments were received prior to or during the hearing. Akers moved, supported by Pelz, to close the public hearing. Motion carried. The hearing closed at 7:56pm.

c. Akers moved, supported by Grolmus, to open the public hearing regarding a proposed amendment to the Code of Ordinances – Chapter 90 Water Service System. Motion carried. The hearing opened at 7:56pm. No comments were received prior to or during the hearing. Brott moved, supported by Akers, to close the public hearing. Motion carried. The hearing closed at 7:57pm.

d. Grolmus moved, supported by Pelz, to open the public hearing regarding a proposed amendment to the Code of Ordinances – Chapter 96 Building Sewers and Connections. Motion carried. The hearing opened at 7:57pm. No comments were received prior to or during the hearing. Akers moved, supported by Grolmus, to close the public hearing. Motion carried. The hearing closed at 7:58pm.

e. Brott moved, supported by Grolmus, to open the public hearing for the first reading of a proposed amendment to Chapter 92 Water Rates. Motion carried. The hearing opened at 7:58pm. No comments were received prior to or during the hearing. Brott moved, supported by Grolums, to close the public hearing. Motion carried. The hearing closed at 7:59pm.

f. Grolmus moved, supported by Brott, to open the public hearing for the first reading of a proposed amendment to Chapter 99 Sewer Charges. Motion carried. The hearing opened at 8:00pm. No comments were received prior to or during the hearing. Brott moved, supported by Akers, to close the public hearing. Motion carried. The hearing closed at 8:00pm.
- 11) Akers moved, supported by Grolmus, to adopt Resolution #2025-55 Adopting the Budget for Fiscal Year 2026 (July 1, 2025 – June 30, 2026) and directing the City Clerk to certify the tax levies to the Dallas County Auditor. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus-YES; Pelz – YES; Westfall - ABSENT. **YES (4) NO (0) ABSTAIN (0) ABSENT (1)**
- 12) Grolmus moved, supported by Akers, to make this the first and final reading of Ordinance #2025-04 Adopting an Amendment to the Code of Ordinances of the City of Van Meter amending Chapter 164 – Vacant Buildings, waiving the requirement for subsequent readings and moving to approval and adoption of said Ordinance, directing the City Clerk to cause said Ordinance to be published in the newspaper of record for the City. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus-YES; Pelz – YES; Westfall - ABSENT. **YES (4) NO (0) ABSTAIN (0) ABSENT (1)**
- 13) Akers moved, supported by Brott, to make this the first and final reading of Ordinance #2025-05 Adopting an Amendment to the Code of Ordinances of the City of Van Meter amending Chapter 90 – Water Service System, waiving the requirement for subsequent readings and moving to approval and adoption of said Ordinance, directing the City Clerk to cause said Ordinance to be published in the newspaper of record for the City. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus-YES; Pelz – YES; Westfall - ABSENT. **YES (4) NO (0) ABSTAIN (0) ABSENT (1)**
- 14) Brott moved, supported by Grolmus, to make this the first and final reading of Ordinance #2025-06 Adopting an Amendment to the Code of Ordinances of the City of Van Meter amending Chapter 96 – Building Sewers and Connections, waiving the requirement for subsequent readings and moving to approval and adoption of said Ordinance, directing the City Clerk to cause said Ordinance to be published in the newspaper of record for the City. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus-YES; Pelz – YES; Westfall - ABSENT. **YES (4) NO (0) ABSTAIN (0) ABSENT (1)**
- 15) Brott moved, supported by Akers, to adopt the following resolutions pertaining to setting the date for certain public hearings at the Van Meter United Methodist Church located at 100 Hazel Street, Van Meter, IA 50261. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus-YES; Pelz – YES; Westfall - ABSENT. **YES (4) NO (0) ABSTAIN (0) ABSENT (1)**

a. Resolution #2025-56 Setting Date for Public Hearing for Second Reading of An Ordinance Amending Chapter 92 Water Rates of the Code of Ordinances for May 12, 2025 and Third Reading for June 9, 2025

b. Resolution #2025-57 Setting Date for Public Hearing for Second Reading of An Ordinance Amending Chapter 99 Sewer Service Charges of the Code of Ordinances for May 12, 2025 and Third Reading for June 9, 2025

c. Resolution #2025-58 Setting Date for Public Hearing for Three Readings of An Ordinance Amending Chapter 106 Collection of Solid Waste of the Code of Ordinances – First Reading for May 12, 2025 at 7:00pm, Second Reading for June 9, 2025 and Third Reading for July 14, 2025

d. Resolution #2025-59 Setting Date for Public Hearing for a Proposed Amendment to the Code of Ordinances of the City of Van Meter – Addition of Chapter 174 Mailboxes
- 16) Grolmus moved, supported by Akers, to adopt Resolution #2025-60 Approving a Proposal for Master Parks Planning with Bolton & Menk. On roll call, the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall – ABSENT. **YES (4) NO (0) ABSTAIN (0) ABSENT (1)**
- 17) Akers moved, supported by Brott, to adopt Resolution #2025-61 Approving a Proposal for Planning Services with Bolton & Menk. On roll call, the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall – ABSENT. **YES (4) NO (0) ABSTAIN (0) ABSENT (1)**

- 18) The VMCS D is undergoing a large construction project requiring several building permits. The City has waived their portion of building permit fees for public projects in the past. Brott moved, supported by Grolmus, to approve waiving the City portion of building permit fees on the Van Meter Community School District building project. On roll call, the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – ABSTAIN; Westfall – ABSENT. **YES (3) NO (0) ABSTAIN (1) ABSENT (1)**
- 19) Grolmus moved, supported by Pelz, to make this the first and final reading of Ordinance #2025-07 Deleting Property from the Tax Increment Financing District for the Van Meter Urban Renewal Area of the City of Van Meter, Iowa pursuant to Section 403.19 of the Code of Iowa, waiving the requirement for subsequent readings and moving to approval and adoption of said Ordinance, directing the City Clerk to cause said Ordinance to be published in the newspaper of record for the City. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus-YES; Pelz – YES; Westfall - ABSENT. **YES (4) NO (0) ABSTAIN (0) ABSENT (1)**
- 20) The Administrative report noted updates relating to code changes, continuing education activities and economic development activities. City Administrative staff also provided a legislative update noting impacts of the proposed property tax legislation and the passage of the publication timing legislation. City Clerk Drake noted that the next workshop topic will be zoning updates & Succession Planning for Staff and Elected Officials will be later in the year. Public Works reported on updates with the meter replacements, project updates including water main replacement & Arlington Street resurfacing and continuing education. Police reported that there were 112 calls in March of which 56 were traffic stops & noted Officer Cooper's 2 year anniversary. Fire reported that there were 42 calls in March of which 10 were not responded to – all of which were EMS calls, 9 in DeSoto and 1 in Van Meter. Library reported participating in several continuing education activities & updates on Summer Reading planning as well as an update on the recent federal Executive Order pertaining to libraries. Parks & Rec reported the current youth sport registration numbers for spring soccer, youth little league and youth softball and noted the success of the baseball/softball work day & provided updates on other summer activities. The City Engineer provided updates on several construction projects throughout the City.
- 21) Brott moved, supported by Grolmus, to adjourn the meeting. On roll call, the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall – ABSENT. **YES (4) NO (0) ABSTAIN (0) ABSENT (1)**. The meeting was adjourned at 8:39pm.

DocuSigned by:
Jessica Drake
0D7992E9DD844B7...

Jessica Drake, City Clerk 4/15/2025

Signed by:
Joe Herman
9DF705F097D34B8...

4/15/2025 Joe Herman, Mayor

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
CHECKING-EARLHAM SAVINGS BK#1								
962 ABSOLUTE REPAIR								
AR-36758	1	5/12/25	5/12/25	FIRE TRUCK 836 REPAIRS	53,976.47	001	001-150-6332	1
				INVOICE TOTAL	53,976.47			
				VENDOR TOTAL	53,976.47			
6 ACCO								
0251550-IN	1	5/12/25	5/12/25	WATER CHEMICALS	301.60	600	600-810-6501	1
				INVOICE TOTAL	301.60			
0251551-IN	1	5/12/25	5/12/25	WATER CHEMICALS	729.40	600	600-810-6501	1
				INVOICE TOTAL	729.40			
				VENDOR TOTAL	1,031.00			
1177 ADAM BOECK								
INVAB170	1	5/12/25	5/12/25	SOCCER REF - SPRING	170.00	001	001-440-6503	1
				INVOICE TOTAL	170.00			
				VENDOR TOTAL	170.00			
1071 AINSLEY WATSON								
INVAW120	1	5/12/25	5/12/25	SOCCER REF - SPRING	120.00	001	001-440-6503	1
				INVOICE TOTAL	120.00			
				VENDOR TOTAL	120.00			
29 ALL AMERICAN TURF BEAUTY								
576917	1	5/12/25	5/12/25	IRRIGATION PARTS/ REPAIR	107.80	001	001-440-6320	1
				INVOICE TOTAL	107.80			
579015	1	5/12/25	5/12/25	LAWN FERTILIZER	107.80	001	001-650-6320	1
				INVOICE TOTAL	107.80			
				VENDOR TOTAL	215.60			
1374 ALPHA LANDSCAPES								
10039E	1	5/12/25	5/12/25	HYDROSEED, FERTILIZER, & MULCH	2,458.40	001	001-450-6320	1
				INVOICE TOTAL	2,458.40			
				VENDOR TOTAL	2,458.40			
1196 AMAZON CAPITAL SERVICES								
1RLH-DDTC-KQGJ	1	5/12/25	5/12/25	HAND TOWELS	34.71	001	001-410-6506	1
	2			LATEX GLOVES	16.99	001	001-430-6507	1
	3			SOCCER EQUIPMENT	510.95	001	001-440-6422	1
	4			EASTER CANDY	319.67	001	001-430-6424	1
	5			CONCESSIONS	438.23	001	001-440-6409	1
	6			CAR POEWR ADAPTER	26.70	001	001-150-6311	1
	7			CRAFT MATERIALS	395.48	001	001-410-6215	1
	8			PRINTER PAPER, PENS, BINDERS	208.55	001	001-620-6506	1
	9			WHITE MARKING FLAGS	51.80	600	600-810-6507	1
	10			PEX TUBING	67.46	610	610-815-6507	1

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
INVOICE TOTAL					2,070.54			
VENDOR TOTAL					2,070.54			
INVAD125	1	5/12/25	5/12/25	1330 ANDREW DEA SPRING SOCCER REF	125.00	001	001-440-6503	1
INVOICE TOTAL					125.00			
VENDOR TOTAL					125.00			
21NV154123	1	5/12/25	5/12/25	39 ARNOLD MOTOR SUPPLY 24 FORD F350 OIL CHANGE	62.42	001	001-210-6332	1
	2			24 FORD F350 OIL CHANGE	41.76	600	600-810-6507	1
INVOICE TOTAL					104.18			
21NV155443	1	5/12/25	5/12/25	2023 CHEVY TAHOE REPAIRS	37.36	001	001-110-6332	1
INVOICE TOTAL					37.36			
VENDOR TOTAL					141.54			
04272025	1	5/12/25	5/12/25	964 AT&T MOBILITY PD/FD PHONE SERVICE	293.79	001	001-110-6373	1
INVOICE TOTAL					293.79			
VENDOR TOTAL					293.79			
INVAW20	1	5/12/25	5/12/25	1305 AVEY WATSON SPRING SOCCER REF	20.00	001	001-440-6503	1
INVOICE TOTAL					20.00			
VENDOR TOTAL					20.00			
INVAL95	1	5/12/25	5/12/25	1260 AYLA LANSMAN U8 X 5 GAMES, U10AR X 1 GAME	95.00	001	001-440-6503	1
INVOICE TOTAL					95.00			
VENDOR TOTAL					95.00			
06012025	1	5/12/25	5/12/25	1242 BASE JUNE CAFETERIA MONTHLY	30.00	001	001-640-6499	1
INVOICE TOTAL					30.00			
VENDOR TOTAL					30.00			
0361061	1	5/12/25	5/12/25	816 BOLTON & MENK INC IA INTERSTATE RR EXHIBIT	392.00	355	355-750-6407	1
INVOICE TOTAL					392.00			
0361098	1	5/12/25	5/12/25	RICHLAND RD TRAIL PROJECT	9,117.51	315	315-750-6407	1
INVOICE TOTAL					9,117.51			
VENDOR TOTAL					9,509.51			
1228 BRAELEE KUNKEL								

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
INVBK30	1	5/12/25	5/12/25	1228 BRAELEE KUNKEL				
				SPRING SOCCER REF	30.00	001	001-440-6503	1
				INVOICE TOTAL	30.00			
				VENDOR TOTAL	30.00			
INVBFI30	1	5/12/25	5/12/25	855 BRAYDEN FENNESSEY				
				SOCCER REFEREE	130.00	001	001-440-6503	1
				INVOICE TOTAL	130.00			
				VENDOR TOTAL	130.00			
INV20250512	1	5/12/25	5/12/25	1282 CALI RICHARDS				
				BB OFFICIAL 22 GAMES	440.00	001	001-440-6553	1
				INVOICE TOTAL	440.00			
				VENDOR TOTAL	440.00			
INVCV40	1	5/12/25	5/12/25	1261 CALVIN VERDI				
				SPRING SOCCER REF	40.00	001	001-440-6503	1
				INVOICE TOTAL	40.00			
				VENDOR TOTAL	40.00			
117348	1	5/12/25	5/12/25	103 CULLIGAN				
				CH & PW WATER	41.50	001	001-620-6499	1
				CH & PW WATER	13.83	600	600-810-6499	1
				CH & PW WATER	13.83	610	610-815-6499	1
				CH & PW WATER	13.84	001	001-210-6499	1
				INVOICE TOTAL	83.00			
20250130	1	5/12/25	5/12/25	LIBRARY WATER	34.81	001	001-410-6499	1
				INVOICE TOTAL	34.81			
				VENDOR TOTAL	117.81			
5120	1	5/12/25	5/12/25	7 CUSTOM LAWN CARE & LANDSCAPING				
				CRABGRASS CONTROL & FERTILIZER	149.50	001	001-430-6490	1
				CRABGRASS CONTROL & FERTILIZER	970.60	001	001-440-6552	1
				CRABGRASS CONTROL & FERTILIZER	43.70	001	001-430-6413	1
				INVOICE TOTAL	1,163.80			
				VENDOR TOTAL	1,163.80			
4026406	1	5/12/25	5/12/25	109 DALLAS CO RECORDER				
				ANNEXATION	422.00	001	001-540-6405	1
				INVOICE TOTAL	422.00			
				VENDOR TOTAL	422.00			
INVB170	1	5/12/25	5/12/25	948 DANE BERNHARDT				
				SOCCER REF - SPRING	170.00	001	001-440-6503	1
				INVOICE TOTAL	170.00			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL	ACCOUNT	CK SQ
				VENDOR TOTAL	170.00				
7640786	1	5/12/25	5/12/25	414 DEMCO LABEL PROTECTORS	59.16	001		001-410-6506	1
				INVOICE TOTAL	59.16				
				VENDOR TOTAL	59.16				
0449280-IN	1	5/12/25	5/12/25	263 FELD FIRE GAS METER W/ CALIB & PRESS RED	2,771.00	001		001-150-6799	1
				INVOICE TOTAL	2,771.00				
				VENDOR TOTAL	2,771.00				
2626	1	5/12/25	5/12/25	1274 FENIX USA LLC WATER METER	375.42	600		600-810-6780	1
				INVOICE TOTAL	375.42				
2675	1	5/12/25	5/12/25	MONTHLY HOSTING CHARGE	164.38	600		600-810-6220	1
	2			MONTHLY HOSTING CHARGE	164.37	610		610-815-6220	1
				INVOICE TOTAL	328.75				
				VENDOR TOTAL	704.17				
251605	1	5/12/25	5/12/25	393 FIRE SERVICE TRAINING BUREAU HMA WRITTEN FOR DURFLINGER	50.00	001		001-150-6230	1
				INVOICE TOTAL	50.00				
				VENDOR TOTAL	50.00				
INVGJ050525	1	5/12/25	5/12/25	1157 GABE JONES SPRING SOCCER REF	500.00	001		001-440-6551	1
				INVOICE TOTAL	500.00				
				VENDOR TOTAL	500.00				
INVGS125	1	5/12/25	5/12/25	1258 GABE SCOTT SPRING SOCCER REF	125.00	001		001-440-6503	1
				INVOICE TOTAL	125.00				
				VENDOR TOTAL	125.00				
INVGW300	1	5/12/25	5/12/25	1178 GRAYSON WIGANT SPRING SOCCER REF	300.00	001		001-440-6503	1
				INVOICE TOTAL	300.00				
				VENDOR TOTAL	300.00				
786868	1	5/12/25	5/12/25	1277 HEARTLAND BUSINESSES SYSTEM HBS MONTHLY BILLING	68.40	600		600-810-6499	1
	2			HBS MONTHLY BILLING	68.40	610		610-815-6499	1
	3			HBS MONTHLY BILLING	117.25	001		001-110-6419	1
	4			HBS MONTHLY BILLING	117.25	001		001-410-6419	1
	5			HBS MONTHLY BILLING	29.31	001		001-440-6419	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
	6			HBS MONTHLY BILLING	29.31	001	001-620-6419	1
	7			HBS MONTHLY BILLING	29.31	001	001-150-6419	1
	8			HBS MONTHLY BILLING	205.18	001	001-610-6419	1
	9			HBS MONTHLY BILLING	29.30	001	001-430-6419	1
	10			HBS MONTHLY BILLING	68.39	001	001-210-6419	1
				INVOICE TOTAL	762.10			
787829	1	5/12/25	5/12/25	MICROSOFT MONTHLY BILLING APR	93.13	600	600-810-6419	1
	2			MICROSOFT MONTHLY BILLING APR	93.13	610	610-815-6419	1
	3			MICROSOFT MONTHLY BILLING APR	157.49	001	001-110-6419	1
	4			MICROSOFT MONTHLY BILLING APR	118.12	001	001-410-6419	1
	5			MICROSOFT MONTHLY BILLING APR	56.75	001	001-440-6419	1
	6			MICROSOFT MONTHLY BILLING APR	39.57	001	001-150-6419	1
	7			MICROSOFT MONTHLY BILLING APR	34.52	001	001-620-6419	1
	8			MICROSOFT MONTHLY BILLING APR	141.98	001	001-610-6419	1
				INVOICE TOTAL	734.69			
788785-H	1	5/12/25	5/12/25	MONITORING SERVICES - APR	147.80	001	001-640-6419	1
				INVOICE TOTAL	147.80			
788998	1	5/12/25	5/12/25	APRIL EMAIL - MONTHLY BILLING	209.97	600	600-810-6419	1
	2			APRIL EMAIL - MONTHLY BILLING	209.97	610	610-815-6419	1
	3			APRIL EMAIL - MONTHLY BILLING	419.94	001	001-110-6419	1
	4			APRIL EMAIL - MONTHLY BILLING	419.94	001	001-410-6419	1
	5			APRIL EMAIL - MONTHLY BILLING	52.49	001	001-430-6419	1
	6			APRIL EMAIL - MONTHLY BILLING	104.99	001	001-150-6419	1
	7			APRIL EMAIL - MONTHLY BILLING	104.99	001	001-620-6419	1
	8			APRIL EMAIL - MONTHLY BILLING	734.90	001	001-610-6419	1
	9			APRIL EMAIL - MONTHLY BILLING	209.97	001	001-210-6419	1
	10			APRIL EMAIL - MONTHLY BILLING	52.49	001	001-440-6419	1
				INVOICE TOTAL	2,519.65			
				VENDOR TOTAL	4,164.24			
20250430	1	5/12/25	5/12/25	99 HEARTLAND COOP LP LEAK CHECK	20.00	600	600-810-6320	1
				INVOICE TOTAL	20.00			
				VENDOR TOTAL	20.00			
INVHS300	1	5/12/25	5/12/25	1179 HUDSON SODERHOLM SPRING SOCCER REF	300.00	001	001-440-6503	1
				INVOICE TOTAL	300.00			
				VENDOR TOTAL	300.00			
412161	1	5/12/25	5/12/25	81 INDUSTRIAL CHEM LABS LIFT STATION DEGREASER	883.28	610	610-815-6599	1
				INVOICE TOTAL	883.28			
				VENDOR TOTAL	883.28			
1037940	1	5/12/25	5/12/25	1359 INVISION FIELD VERIFICATION & BIM MODEL	7,500.00	320	320-750-6499	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
				INVOICE TOTAL	7,500.00			
1038103	1	5/12/25	5/12/25	APR FIELD VER & BIM MODEL 601	7,500.00	320	320-750-6499	1
				INVOICE TOTAL	7,500.00			
				VENDOR TOTAL	15,000.00			
				82 IOWA ONE CALL				
270549	1	5/12/25	5/12/25	EMAIL LOCATES	27.05	600	600-810-6373	1
	2			EMAIL LOCATES	27.05	610	610-815-6499	1
				INVOICE TOTAL	54.10			
				VENDOR TOTAL	54.10			
				1343 JACK JACOBS				
INVJJ20	1	5/12/25	5/12/25	SPRING SOCCER REF	20.00	001	001-440-6503	1
				INVOICE TOTAL	20.00			
				VENDOR TOTAL	20.00			
				1273 JACK KRIEGER				
INVJK175	1	5/12/25	5/12/25	SPRING SOCCER REF	175.00	001	001-440-6503	1
				INVOICE TOTAL	175.00			
				VENDOR TOTAL	175.00			
				116 JESTER INSURANCE SERVICE				
20250328_0425 RENEW	1	5/12/25	5/12/25	PD INSURANCE	7,681.75	001	001-110-6408	1
	2			PD WORK COMP	5,695.66	001	001-110-6160	1
	3			FD INSURANCE	10,587.73	001	001-150-6408	1
	4			FD WORK COMP	533.76	001	001-150-6160	1
	5			EMS INSURANCE	1,453.36	001	001-160-6408	1
	6			EMS WORK COMP	182.37	001	001-160-6160	1
	7			STREET INSURANCE	2,712.65	001	001-210-6408	1
	8			STREET WORK COMP	1,937.10	001	001-210-6160	1
	9			LIBRARY INSURANCE	2,863.03	001	001-410-6408	1
	10			LIBRARY WORK COMP	2,308.51	001	001-410-6160	1
	11			PARKS INSURANCE	2,429.10	001	001-430-6408	1
	12			PARKS WORK COMP	667.20	001	001-430-6160	1
	13			REC INSURANCE	2,321.83	001	001-440-6408	1
	14			REC WORK COMP	882.93	001	001-440-6160	1
	15			CEMETERY WORK COMP	246.86	001	001-450-6160	1
	16			ELECTED/ADMIN INSURANCE	5,056.00	001	001-610-6408	1
	17			ELECTED/ADMIN WORK COMP	3,089.14	001	001-610-6160	1
	18			CITY CLERK WORK COMP	3,291.52	001	001-620-6160	1
	19			GENERAL CITY INSURANCE	16,562.97	001	001-640-6408	1
	20			CITY BUILDING INSURANCE	2,916.22	001	001-650-6408	1
	21			WATER INSURANCE	9,221.75	600	600-810-6408	1
	22			WATER WORK COMP	1,801.44	600	600-810-6160	1
	23			SEWER INSURANCE	3,425.71	610	610-815-6408	1
	24			SEWER WORK COMP	1,603.51	610	610-815-6160	1
				INVOICE TOTAL	89,472.10			
				VENDOR TOTAL	89,472.10			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
118996	1	5/12/25	5/12/25	1270 JMT TRUCKING SHOULDER ROCK	218.40 INVOICE TOTAL 218.40 VENDOR TOTAL 218.40	001	001-210-6417	1
INV100	1	5/12/25	5/12/25	598 KADENCE WIGANT SOCCER REFEREE - SPRING	100.00 INVOICE TOTAL 100.00 VENDOR TOTAL 100.00	001	001-440-6503	1
INVKW300	1	5/12/25	5/12/25	736 KAEGAN WIGANT SOCCER REFEREE	300.00 INVOICE TOTAL 300.00 VENDOR TOTAL 300.00	001	001-440-6503	1
INVK0100	1	5/12/25	5/12/25	1108 KATE OLIVER SOCCER REFEREE - SPRING	100.00 INVOICE TOTAL 100.00 VENDOR TOTAL 100.00	001	001-440-6503	1
KMI352905	1	5/12/25	5/12/25	1151 KING'S MATERIAL INC JOHNSON PARK BULK MULCH	336.82 INVOICE TOTAL 336.82	001	001-430-6490	1
KMI8190367	1	5/12/25	5/12/25	BULK MULCH	547.33 INVOICE TOTAL 547.33 VENDOR TOTAL 884.15	001	001-430-6490	1
501764770	1 2 3	5/12/25	5/12/25	5 KONICA MINOLTA QUARTERLY MAINTENANCE INVOICE QUARTERLY MAINTENANCE INVOICE QUARTERLY MAINTENANCE INVOICE INVOICE TOTAL	74.42 74.42 74.44 223.28	001 600 610	001-620-6506 600-810-6506 610-815-6506	1 1 1
501907781	1 2 3	5/12/25	5/12/25	MONTHLY MAINTENANCE CHARGE MONTHLY MAINTENANCE CHARGE MONTHLY MAINTENANCE CHARGE INVOICE TOTAL	11.73 11.73 11.74 35.20	001 600 610	001-620-6506 600-810-6506 610-815-6506	1 1 1
INVLE20	1	5/12/25	5/12/25	1376 LONDON ELLIOTT SPRING SOCCER REF	20.00 INVOICE TOTAL 20.00 VENDOR TOTAL 20.00	001	001-440-6503	1
INVLL105	1	5/12/25	5/12/25	1224 LONDON LUKAN SPRING SOCCER REF	105.00	001	001-440-6503	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
				INVOICE TOTAL	105.00		
				VENDOR TOTAL	105.00		
20250512	1	5/12/25	5/12/25	707 LAURA KUNKEL CLEANING SERVICES	100.00	001 001-150-6320	1
				INVOICE TOTAL	100.00		
				VENDOR TOTAL	100.00		
INVLF250	1	5/12/25	5/12/25	1223 LAYTON FANNON SPRING SOCCER REF	250.00	001 001-440-6503	1
				INVOICE TOTAL	250.00		
				VENDOR TOTAL	250.00		
INVLL185	1	5/12/25	5/12/25	1109 LEVI LUKAN SOCCER REF - SPRING	185.00	001 001-440-6503	1
				INVOICE TOTAL	185.00		
				VENDOR TOTAL	185.00		
9140	1	5/12/25	5/12/25	1341 LOUNSBURY SAND & GRAVEL SCREENED TOPSOIL	147.90	001 001-450-6320	1
	2			SCREENED TOPSOIL	147.90	001 001-430-6490	1
				INVOICE TOTAL	295.80		
				VENDOR TOTAL	295.80		
20250425	1	5/12/25	5/12/25	44 LOWE'S CH MULCH & FLOWERS	374.75	001 001-650-6310	1
	2			STREET SIGNS	219.69	001 001-240-6509	1
	3			REC OPERATING SUPPLIES	156.15	001 001-440-6507	1
	4			PARKS REPAIR & MAINT	319.51	001 001-430-6320	1
	5			MEMORIAL PARK MATERIALS	63.41	001 001-430-6505	1
				INVOICE TOTAL	1,133.51		
				VENDOR TOTAL	1,133.51		
INV LH40	1	5/12/25	5/12/25	1103 LUKAS HETLAND SOCCER REFEREE - SPRING	40.00	001 001-440-6503	1
				INVOICE TOTAL	40.00		
				VENDOR TOTAL	40.00		
INVMS60	1	5/12/25	5/12/25	1361 MATEYA SPELTZ SB UMP	60.00	001 001-440-6551	1
				INVOICE TOTAL	60.00		
				VENDOR TOTAL	60.00		
20250430	1	5/12/25	5/12/25	26 MATHESON TRI GAS INC OXYGEN	42.40	001 001-160-6521	1
				INVOICE TOTAL	42.40		

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
VENDOR TOTAL					42.40			
461 MEDIACOM								
20250422	1	5/12/25	5/12/25	INTERNET SERVICES - CH	92.31	001	001-640-6373	1
	2			INTERNET SERVICES - CH	92.32	600	600-810-6373	1
	3			INTERNET SERVICES - CH	92.32	610	610-815-6373	1
INVOICE TOTAL					276.95			
VENDOR TOTAL					587.40			
1344 MEMPHIS VIS								
INVMV10	1	5/12/25	5/12/25	SPRING SOCCER REF	10.00	001	001-440-6503	1
INVOICE TOTAL					10.00			
VENDOR TOTAL					10.00			
24 MIDAMERICAN ENERGY								
20250527	1	5/12/25	5/12/25	GAS/ELEC RUT	1,258.14	001	001-230-6371	1
	2			GAS/ELEC FD	17.72	001	001-150-6371	1
	3			GAS/ELEC LIBRARY	97.44	001	001-410-6371	1
	4			GAS/ELEC CH	282.06	001	001-650-6371	1
	5			GAS/ELEC SEWER	505.58	610	610-815-6371	1
	6			GAS/ELEC WATER	436.43	600	600-810-6371	1
	7			GAS/ELEC PW	62.60	001	001-210-6371	1
	8			GAS/ELEC SIREN	12.29	001	001-130-6371	1
	9			GAS/ELEC PARKS	35.96	001	001-430-6371	1
	10			GAS/ELEC REC	49.07	001	001-440-6371	1
	11			GAS/ELEC EMS	17.72	001	001-160-6371	1
	12			GAS/ELEC PD	44.28	001	001-110-6371	1
INVOICE TOTAL					2,819.29			
VENDOR TOTAL					2,819.29			
1220 MOLLY SIMECK								
INVMS135	1	5/12/25	5/12/25	SPRING SOCCER REF	135.00	001	001-440-6503	1
INVOICE TOTAL					135.00			
VENDOR TOTAL					135.00			
1154 NATE SCHRECK								
INVNS160	1	5/12/25	5/12/25	SPRING SOCCER REF	160.00	001	001-440-6503	1
INVOICE TOTAL					160.00			
VENDOR TOTAL					160.00			
40 NEWCOM TECHNOLOGIES INC								
51263	1	5/12/25	5/12/25	CEMETERY SOFTWARE LICENSE	350.00	001	001-450-6220	1
INVOICE TOTAL					350.00			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
				VENDOR TOTAL	350.00		
INVNW45	1	5/12/25	5/12/25	715 NIC WIGANT SOCCER REF - SPRING	45.00	001 001-440-6503	1
				INVOICE TOTAL	45.00		
				VENDOR TOTAL	45.00		
277628148	1	5/12/25	5/12/25	1250 ORKIN MAY PEST CONTROL	79.00	001 001-410-6311	1
				INVOICE TOTAL	79.00		
				VENDOR TOTAL	79.00		
INVOS20	1	5/12/25	5/12/25	1377 OWEN STEENHOEK U6 X 2 GAMES	20.00	001 001-440-6503	1
				INVOICE TOTAL	20.00		
				VENDOR TOTAL	20.00		
17893	1	5/12/25	5/12/25	276 PEEK SALES & SERVICE MOWER PARTS (BLADES)	20.90	001 001-440-6332	1
	2			MOWER PARTS (BLADES)	20.90	610 610-815-6332	1
	3			MOWER PARTS (BLADES)	20.90	600 600-810-6332	1
	4			MOWER PARTS (BLADES)	20.90	001 001-430-6413	1
	5			MOWER PARTS (BLADES)	20.90	001 001-430-6490	1
	6			MOWER PARTS (BLADES)	20.90	001 001-430-6505	1
	7			MOWER PARTS (BLADES)	20.85	001 001-450-6320	1
				INVOICE TOTAL	146.25		
				VENDOR TOTAL	146.25		
01-168636	1	5/12/25	5/12/25	729 PRAIRIE AG SUPPLY MOWER REPAIR	37.13	001 001-440-6332	1
	2			MOWER REPAIR	37.13	610 610-815-6332	1
	3			MOWER REPAIR	37.13	600 600-810-6332	1
				INVOICE TOTAL	111.39		
01-168721	1	5/12/25	5/12/25	MOWER REPAIR SERVICE	192.05	001 001-440-6332	1
	2			MOWER REPAIR SERVICE	192.06	610 610-815-6332	1
	3			MOWER REPAIR SERVICE	192.06	600 600-810-6332	1
				INVOICE TOTAL	576.17		
				VENDOR TOTAL	687.56		
25083	1	5/12/25	5/12/25	531 PROFESSIONAL RESCUE INNOVATION AG RESCUE WEEKEND CLASS	712.50	001 001-150-6230	1
	2			AG RESCUE WEEKEND CLASS	712.50	001 001-160-6230	1
				INVOICE TOTAL	1,425.00		
				VENDOR TOTAL	1,425.00		
4691A	1	5/12/25	5/12/25	1364 SCHILDBERG CONSTRUCTION 21 TONS OF ROCK	462.00	001 001-210-6417	1

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
				INVOICE TOTAL	462.00		
				VENDOR TOTAL	462.00		
20250512	1	5/12/25	5/12/25	537 SO DALLAS LITTLE LEAGUE CY25 LL INSURANCE DUES	3,985.00	001 001-440-6499	1
				INVOICE TOTAL	3,985.00		
				VENDOR TOTAL	3,985.00		
104307/2	1	5/12/25	5/12/25	92 STIVERS FORD 2023 CHECY TAHOE REPAIR	1,000.00	001 001-110-6332	1
	2			2023 CHECY TAHOE REPAIR	1,074.04	001 001-110-6331	1
				INVOICE TOTAL	2,074.04		
				VENDOR TOTAL	2,074.04		
9156	1	5/12/25	5/12/25	487 THORPE WATER DEV CO OPP BY AFFIDAVIT	200.00	600 600-810-6499	1
	2			OPP BY AFFIDAVIT	200.00	610 610-815-6499	1
				INVOICE TOTAL	400.00		
				VENDOR TOTAL	400.00		
INVTM120	1	5/12/25	5/12/25	1234 TOMMY MADDEN BB UMP	120.00	001 001-440-6551	1
				INVOICE TOTAL	120.00		
				VENDOR TOTAL	120.00		
172	1	5/12/25	5/12/25	35 VEENSTRA & KIMM INC BUILDING PERMIT FEES MAR 2025	8,374.80	001 001-540-6499	1
				INVOICE TOTAL	8,374.80		
193106-4	1	5/12/25	5/12/25	WATER MAIN REPLACEMENT P1	1,547.50	325 325-750-6407	1
				INVOICE TOTAL	1,547.50		
193107-1	1	5/12/25	5/12/25	WATER MAIN REPLACEMENT P1 RESIDENT SERVICES	252.90	325 325-750-6407	1
				INVOICE TOTAL	252.90		
193108-2	1	5/12/25	5/12/25	ARLINGTON AVE CONSTRUCTION	1,670.00	305 305-750-6407	1
				INVOICE TOTAL	1,670.00		
19389-9	1	5/12/25	5/12/25	WATER TREATMENT PLANT DESIGN	7,598.90	335 335-750-6490	1
				INVOICE TOTAL	7,598.90		
19399-4	1	5/12/25	5/12/25	MICROSOFT PUBLIC IMPROVEMENTS	48,372.32	340 340-750-6407	1
				INVOICE TOTAL	48,372.32		
				VENDOR TOTAL	67,816.42		
6112481387	1	5/12/25	5/12/25	4 VERIZON WIRELESS PD CELL PHONE CHARGES	50.55	001 001-110-6373	1

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
	2			CH CELL PHONE CHARGES	185.50	001	001-620-6373	1
	3			LIBRARY CELL PHONE CHARGES	54.14	001	001-410-6373	1
	4			FD CELL PHONE CHARGES	78.26	001	001-160-6373	1
	5			PW CELL PHONE CHARGES	71.90	600	600-810-6373	1
	6			PW CELL PHONE CHARGES	71.90	610	610-815-6373	1
	7			PR CELL PHONE CHARGES	26.79	001	001-440-6373	1
	8			PR CELL PHONE CHARGES	26.79	001	001-430-6373	1
	9			PW CELL PHONES CHARGES	71.91	001	001-210-6373	1
	10			FD CELL PHONE CHARGES	27.07	001	001-150-6373	1
				INVOICE TOTAL	664.81			
				VENDOR TOTAL	664.81			
				22 WASTE CONNECTIONS				
3767175T071	1	5/12/25	5/12/25	GARBAGE CONTRACT	12,709.62	001	001-290-6499	1
				INVOICE TOTAL	12,709.62			
				VENDOR TOTAL	12,709.62			
				820 WASTE SOLUTIONS OF IA				
16002	1	5/12/25	5/12/25	KYBOS - MEMORIAL PARK	171.00	001	001-430-6505	1
				INVOICE TOTAL	171.00			
16036	1	5/12/25	5/12/25	JOHNSON PARK KYBOS	146.00	001	001-430-6490	1
				INVOICE TOTAL	146.00			
16037	1	5/12/25	5/12/25	KYBOS - BASEBALL FIELDS	292.00	001	001-440-6311	1
				INVOICE TOTAL	292.00			
16038	1	5/12/25	5/12/25	KYBOS - SOCCER	337.00	001	001-440-6311	1
				INVOICE TOTAL	337.00			
				VENDOR TOTAL	946.00			
				180 WELLS FARGO CC				
20250502	1	5/12/25	5/12/25	CONCESSIONS EXPENSES	409.00	001	001-440-6409	1
	2			INTUIT TSHEETS	35.00	001	001-110-6419	1
	3			INTUIT TSHEETS	26.25	001	001-620-6419	1
	4			INTUIT TSHEETS	20.38	001	001-440-6419	1
	5			INTUIT TSHEETS	4.37	001	001-430-6419	1
	6			INTUIT TSHEETS	8.75	001	001-150-6419	1
	7			INTUIT TSHEETS	21.50	600	600-810-6419	1
	8			INTUIT TSHEETS	21.50	610	610-815-6419	1
	9			INTUIT TSHEETS	26.25	001	001-410-6419	1
	10			LIBRARY TRAININGS	575.00	001	001-410-6230	1
	11			PARKS SIGNS AND BANNERS	1,568.32	001	001-430-6424	1
	12			CONCESSIONS FRIDGE	425.53	001	001-440-6310	1
	13			PAINT TIPS	66.10	001	001-440-6507	1
	14			NOTARY RENEWAL	30.00	001	001-110-6210	1
	15			PW WATER EXAM APP FEES	63.04	600	600-810-6230	1
	16			CLERK TRAININGS	773.00	001	001-620-6230	1
	17			TOTAL VEGETATION KILLER	139.99	001	001-440-6320	1
				INVOICE TOTAL	4,213.98			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
VENDOR TOTAL					4,213.98			
349410	1	5/12/25	5/12/25	28 WHITFIELD & EDDY PLC 204 2ND AVE MI	1,082.80	001	001-540-6411	1
INVOICE TOTAL					1,082.80			
349412	1	5/12/25	5/12/25	DALCO 28 E AGREEMENT	57.00	340	340-750-6411	1
INVOICE TOTAL					57.00			
349413	1	5/12/25	5/12/25	LEGAL SERVICES	109.50	001	001-540-6411	1
INVOICE TOTAL					109.50			
349414	1	5/12/25	5/12/25	EMAILS & AGENDA	111.08	001	001-640-6411	1
	2			MICROSOFT	111.09	340	340-750-6411	1
	3			ARLINGTON MATTERS	111.08	305	305-750-6411	1
	4			MEETING, EMAIL, AGENDA	521.25	001	001-540-6411	1
INVOICE TOTAL					854.50			
349415	1	5/12/25	5/12/25	MEETINGS	230.00	001	001-640-6411	1
INVOICE TOTAL					230.00			
351405	1	5/12/25	5/12/25	WELL FIELD	313.50	330	330-750-6490	1
INVOICE TOTAL					313.50			
351406	1	5/12/25	5/12/25	204 2ND AVE MI	1,823.80	001	001-540-6411	1
INVOICE TOTAL					1,823.80			
351407	1	5/12/25	5/12/25	LEGAL SERVICES	160.00	001	001-540-6411	1
INVOICE TOTAL					160.00			
351408	1	5/12/25	5/12/25	415 GRANT	115,194.00	001	001-540-6411	1
INVOICE TOTAL					115,194.00			
351411	1	5/12/25	5/12/25	MEETINGS	230.00	001	001-640-6411	1
INVOICE TOTAL					230.00			
351974	1	5/12/25	5/12/25	AGENDA & PACKET REVIEW, EMAILS	285.00	001	001-640-6411	1
	2			COMPLETETION OF ANNEXATION	57.00	001	001-540-6411	1
INVOICE TOTAL					342.00			
VENDOR TOTAL					120,397.10			
INV WN140	1	5/12/25	5/12/25	1263 WILL NIXON SPRING SOCCER REF	140.00	001	001-440-6503	1
INVOICE TOTAL					140.00			
VENDOR TOTAL					140.00			
INVWK60	1	5/12/25	5/12/25	1311 WYNI KUEHLER SPRING SOCCER REF	60.00	001	001-440-6503	1
INVOICE TOTAL					60.00			
VENDOR TOTAL					60.00			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
CHECKING-EARLHAM SAVINGS TOTAL					411,914.72		
TOTAL MANUAL CHECKS					.00		
TOTAL E-PAYMENTS					.00		
TOTAL PURCH CARDS					.00		
TOTAL ACH PAYMENTS					.00		
TOTAL OPEN PAYMENTS					411,914.72		
GRAND TOTALS					411,914.72		

Transaction No	Date	Mod	Emp1/Vend	Vendor/Employee Name	Other No	Checks	Deposits
1 CHECKING-EARLHAM SAVINGS BK#1						Beginning Statement Balance	4,030,324.55
8318882	3/31/2025	RM					9,561.84
8318888	4/01/2025	RM					62.50
8318889	4/02/2025	RM					618.95
8318890	4/03/2025	RM					4,366.87
8318891	4/04/2025	RM					668.33
8318892	4/07/2025	RM					1,236.64
8318894	4/08/2025	RM					592.02
8318899	4/09/2025	RM					1,176.47
8318900	4/10/2025	RM					858.19
8318901	4/15/2025	BK		ACH UT DEPOSIT			25,816.76
8318902	4/01/2025	BK					305.21
8318903	4/01/2025	BK					407.44
8318904	4/02/2025	BK					15.00
8318905	4/02/2025	BK					489.98
8318906	4/03/2025	BK					238.20
8318907	4/03/2025	BK					659.63
8318908	4/03/2025	BK					707.30
8318909	4/04/2025	BK					94.62
8318910	4/04/2025	BK					343.46
8318911	4/07/2025	BK					81.60
8318912	4/07/2025	BK					108.45
8318913	4/08/2025	BK					318.13
8318914	4/07/2025	BK					316.17
8318915	4/08/2025	BK					328.51
8318916	4/07/2025	BK					817.27
8318917	4/08/2025	BK					375.88
8318918	4/08/2025	BK					385.75
8318919	4/09/2025	BK					164.45
8318920	4/09/2025	BK					271.55
8318921	4/09/2025	BK					672.73
8318922	4/10/2025	BK					272.69
8318923	4/11/2025	RM					607.85
8318924	4/14/2025	RM					23,997.65
8318925	4/15/2025	RM					1,175.19
8318926	4/16/2025	RM					1,805.67
8318927	4/10/2025	BK					168.38
8318928	4/11/2025	BK					128.53
8318929	4/11/2025	BK					305.87
8318930	4/14/2025	BK					93.26
8318931	4/15/2025	BK					196.75
8318932	4/14/2025	BK					404.82
8318933	4/15/2025	BK					739.31
8318934	4/15/2025	BK					443.30
8318935	4/15/2025	BK					1,122.95
8318936	4/16/2025	BK					165.99
8318937	4/16/2025	BK					1,615.32
8318938	4/16/2025	BK					60.00
8318939	4/17/2025	RM					141.34
8318940	4/18/2025	RM					664.80
8318941	4/21/2025	RM					19,921.47
8318942	4/22/2025	RM					225.00
8318943	4/23/2025	RM					2,382.54

Transaction No	Date	Mod	Emp1/Vend	Vendor/Employee Name	Other No	Checks	Deposits
1 CHECKING-EARLHAM SAVINGS BK#1				- continued -			
8318944	4/24/2025	RM					1,147.22
8318945	4/25/2025	RM					113.88
8318946	4/17/2025	BK					137.01
8318947	4/17/2025	BK					7,617.75
8318948	4/17/2025	BK					8,735.18
8318949	4/18/2025	BK					263.50
8318950	4/18/2025	BK					1,055.05
8318951	4/21/2025	BK					15.00
8318952	4/22/2025	BK					89.66
8318953	4/21/2025	BK					92.11
8318954	4/22/2025	BK					414.24
8318955	4/22/2025	BK					88.74
8318956	4/22/2025	BK					134.25
8318957	4/23/2025	BK					258.24
8318958	4/24/2025	BK					105.41
8318959	4/24/2025	BK					141.00
8318960	4/18/2025	BK					93.83
8318961	4/28/2025	RM					268.09
8318962	4/14/2025	GL					31,391.31
8318963	4/03/2025	GL					451.25
8318964	4/15/2025	GL					17,363.69
8318965	4/14/2025	GL					513,843.44
8318966	4/29/2025	RM					5,875.55
8318967	4/25/2025	BK					260.97
8318968	4/25/2025	BK					500.00
8318969	4/28/2025	BK					98.12
8318970	4/28/2025	BK					114.35
8318971	4/28/2025	BK					150.00
8318972	4/28/2025	BK					348.92
8318973	4/30/2025	RM					1,994.00
8318974	4/30/2025	BK					110.00
8318978	4/08/2025	GL					.67
8318979	4/30/2025	GL					2,635.08
33291	3/10/2025	AP	1363	GARRISON THUMMEL		400.00	
33330*	4/07/2025	AP	180	WELLS FARGO CC		4,225.00	
33331	4/15/2025	AP	1371	A-D DISTRIBUTING CO INC		275.10	
33332	4/15/2025	AP	422	ACCUJET LLC		709.36	
33333	4/15/2025	AP	84	ADT SECURITY SERVICES		172.62	
33334	4/15/2025	AP	1196	AMAZON CAPITAL SERVICES		2,323.60	
33335	4/15/2025	AP	1137	AMERICAN UNDERGROUND SUPPLY		230.28	
33336	4/15/2025	AP	1365	APWA IOWA CHAPTER		260.00	
33337	4/15/2025	AP	964	AT&T MOBILITY		277.60	
33338	4/15/2025	AP	1242	BASE		30.00	
33339	4/15/2025	AP	816	BOLTON & MENK INC		8,253.00	
33341*	4/15/2025	AP	316	CALHOUN-BURNS & ASSOC		810.00	
33342	4/15/2025	AP	1366	COLLIER WILMES		100.00	
33343	4/15/2025	AP	103	CULLIGAN		81.71	
33344	4/15/2025	AP	1367	DARRIN CROW		300.00	
33346*	4/15/2025	AP	718	ELITE SPORTS		4,299.00	
33347	4/15/2025	AP	1028	FRONTLINE WARNING SYSTEMS		1,480.00	
33348	4/15/2025	AP	20	GATEHOUSE MEDIA IA HOLDINGS		154.00	
33350*	4/15/2025	AP	1277	HEARTLAND BUSINESSES SYSTEM		9,099.55	

Transaction No	Date	Mod	Empl/Vend	Vendor/Employee Name	Other No	Checks	Deposits
1 CHECKING-EARLHAM SAVINGS BK#1			- continued -				
33351	4/15/2025	AP	1246	I80 CONCRETE		3,940.00	
33353*	4/15/2025	AP	81	INDUSTRIAL CHEM LABS		1,187.73	
33354	4/15/2025	AP	2	IOWA PRISON INDUSTRIES		3,751.80	
33355	4/15/2025	AP	590	IOWA SOCCER ASSOCIATION		7,973.30	
33356	4/15/2025	AP	1215	JESSICA DRAKE		200.90	
33357	4/15/2025	AP	1270	JMT TRUCKING		170.81	
33358	4/15/2025	AP	1151	KING'S MATERIAL INC		547.56	
33359	4/15/2025	AP	5	KONICA MINOLTA		35.20	
33360	4/15/2025	AP	268	LIZ FAUST		819.78	
33361	4/15/2025	AP	44	LOWE'S		739.69	
33362	4/15/2025	AP	26	MATHESON TRI GAS INC		43.48	
33363	4/15/2025	AP	461	MEDIACOM		256.95	
33364	4/15/2025	AP	24	MIDAMERICAN ENERGY		3,078.82	
33365	4/15/2025	AP	1314	MIDAMERICAN ENERGY RECPLEX		1,968.00	
33366	4/15/2025	AP	1250	ORKIN		79.00	
33367	4/15/2025	AP	817	RUSSELL ABSTRACT & TITLE		175.00	
33368	4/15/2025	AP	1364	SCHILDBERG CONSTRUCTION		458.26	
33370*	4/15/2025	AP	579	SIGNATURE SIGN & GRAPHICS		2,816.55	
33371	4/15/2025	AP	487	THORPE WATER DEV CO		400.00	
33372	4/15/2025	AP	1161	UNDERGROUND SOLUTIONS		7,000.00	
33374*	4/15/2025	AP	134	UTILITY EQUIPMENT CO		1,615.88	
33375	4/15/2025	AP	35	VEENSTRA & KIMM INC		176,305.54	
33376	4/15/2025	AP	4	VERIZON WIRELESS		2,910.28	
33377	4/15/2025	AP	438	VM COMMUNITY DEVELOPMENT		250.00	
33378	4/15/2025	AP	22	WASTE CONNECTIONS		12,987.10	
33379	4/15/2025	AP	820	WASTE SOLUTIONS OF IA		1,264.45	
33381*	4/15/2025	AP	180	WELLS FARGO CC		3,528.96	
33382	4/15/2025	AP	28	WHITFIELD & EDDY PLC		4,469.50	
33383	4/15/2025	AP	328	ZIEGLER INC		521.23	
33384	4/15/2025	AP	1373	BRIAN ANDERSON		700.00	
33385	4/25/2025	PR	165	TIM COSTLOW		365.37	
127*	4/30/2025	GL					1,582.25
4405	4/11/2025	PR	1	ELIZABETH I FAUST		2,866.55	
4406	4/11/2025	PR	69	MICHAEL A BROWN		2,280.93	
4407	4/11/2025	PR	120	EMMA G BACKSTROM		100.55	
4408	4/11/2025	PR	125	MARK J SCHMITT		202.75	
4409	4/11/2025	PR	132	DREW A MCCOMBS		2,534.86	
4410	4/11/2025	PR	134	JESSICA S DRAKE		100.00	
4411	4/11/2025	PR	134	JESSICA S DRAKE		2,049.93	
4412	4/11/2025	PR	135	SHANE M LUVAS		1,728.35	
4413	4/11/2025	PR	139	ANDREW E COOPER		1,715.48	
4414	4/11/2025	PR	140	JONATHAN J BASYE		1,557.50	
4415	4/11/2025	PR	142	ADIN DELIC		1,787.07	
4416	4/11/2025	PR	149	JOAN R VON RUDEN KRUGER		680.64	
4417	4/11/2025	PR	157	SPENCER M LEONARD		1,426.59	
4418	4/11/2025	PR	158	SAM CHIA		1,492.52	
4419	4/11/2025	PR	159	LARAIN V CLIMER		1,378.51	
4420	4/25/2025	PR	1	ELIZABETH I FAUST		2,866.55	
4421	4/25/2025	PR	69	MICHAEL A BROWN		2,280.93	
4422	4/25/2025	PR	120	EMMA G BACKSTROM		143.96	
4423	4/25/2025	PR	125	MARK J SCHMITT		191.03	
4424	4/25/2025	PR	132	DREW A MCCOMBS		2,247.02	

Transaction No	Date	Mod	Empl/Vend	Vendor/Employee Name	Other No	Checks	Deposits
1 CHECKING-EARLHAM SAVINGS BK#1				- continued -			
4425	4/25/2025	PR	132	DREW A MCCOMBS		708.65	
4426	4/25/2025	PR	134	JESSICA S DRAKE		100.00	
4427	4/25/2025	PR	134	JESSICA S DRAKE		2,088.54	
4428	4/25/2025	PR	135	SHANE M LUVAS		1,728.35	
4429	4/25/2025	PR	139	ANDREW E COOPER		1,715.48	
4430	4/25/2025	PR	140	JONATHA J BASYE		1,557.50	
4431	4/25/2025	PR	142	ADIN DELIC		1,787.07	
4432	4/25/2025	PR	149	JOAN R VON RUDEN KRUGER		737.01	
4433	4/25/2025	PR	157	SPENCER M LEONARD		1,425.41	
4434	4/25/2025	PR	158	SAM CHIA		1,389.80	
4435	4/25/2025	PR	159	LARAIN V CLIMER		1,338.82	
11180333	4/14/2025	AP	912	WEX BANK		1,440.06	
11180334	4/02/2025	AP	58	TREAS - ST OF IA SALES TX		1,617.11	
11180335	4/11/2025	AP	59	EFTPS		6,989.03	
11180336	4/02/2025	AP	10	WELLMARK		13,175.94	
11180337	4/02/2025	AP	18	DELTA DENTAL		923.26	
11180338	4/03/2025	AP	19	THE HARTFORD		502.09	
11180339	4/02/2025	AP	20	GATEHOUSE MEDIA IA HOLDINGS		40.00	
11180340	4/02/2025	AP	967	CHALLENGER TEAMWEAR		467.14	
11180344	4/08/2025	AP	1244	ELAN FINANCIAL - EBANK CC		876.45	
11180345	4/11/2025	AP	20	GATEHOUSE MEDIA IA HOLDINGS		60.40	
11180346	4/11/2025	AP	1244	ELAN FINANCIAL - EBANK CC		2,183.00	
11180347	4/14/2025	AP	197	CITY OF VAN METER		575.00	
11180348	4/17/2025	AP	912	WEX BANK		845.22	
11180349	4/25/2025	AP	56	IPERS		9,400.98	
11180350	4/25/2025	AP	57	TREAS - STATE OF IOWA W/H		1,549.31	
11180351	4/25/2025	AP	59	EFTPS		7,754.41	
11180352	4/25/2025	AP	887	AFLAC		301.32	
11180353	4/10/2025	AP	550	FORTE		451.70	
11180354	4/10/2025	AP	550	FORTE		24.17	
11180355	4/16/2025	AP	20	GATEHOUSE MEDIA IA HOLDINGS		46.00	
11180356	4/16/2025	AP	20	GATEHOUSE MEDIA IA HOLDINGS		47.80	
11180357	4/16/2025	AP	20	GATEHOUSE MEDIA IA HOLDINGS		574.00	
11180358	4/16/2025	AP	20	GATEHOUSE MEDIA IA HOLDINGS		344.20	
11180359	4/21/2025	AP	197	CITY OF VAN METER		345.00	
11180360	4/28/2025	AP	197	CITY OF VAN METER		225.00	
11180361	4/30/2025	AP	1215	JESSICA DRAKE		322.50	
11180364	4/25/2025	AP	912	WEX BANK		84.44	
11180365	4/15/2025	AP	384	EARLHAM SAVINGS BANK		25.00	
11180366	4/08/2025	AP	180	WELLS FARGO CC		.67	
11180367	4/30/2025	AP	1163	STACK PAY - REC FEES		269.00	

Fund Description

001	GENERAL	128,129.74	280,536.18
060	GAS/ELEC FRANCHSIE FEE		19,321.47
110	ROAD USE TAX	900.77	17,363.69
112	EMPLOYEE BENEFITS		112,675.59
119	EMERGENCY FUND		
121	LOCAL OPTION SALES TAX		31,391.31
125	TIF - GENERAL		156,546.41
200	DEBT SERVICE		10,951.41

Transaction No	Date	Mod	Empl/Vend	Vendor/Employee Name	Other No	Checks	Deposits
1 CHECKING-EARLHAM SAVINGS BK#1					- continued -		
				305 ARLINGTON ROAD RESURFACE		1,941.27	
				315 MASTER TRAILS PROJECT		8,583.21	
				320 601 MUNICIPAL BUILDING		360.42	
				325 WATER MAIN REPLACEMENT P1		142.30	
				330 WATER SUPPLY IMPROVEMENTS		5,934.50	
				340 MICROSOFT CAPITAL IMPROVE		163,907.49	
				600 WATER		38,604.18	27,776.74
				610 SEWER		21,206.63	14,206.25
				Fund Grand Total		369,710.51	670,769.05
					Ending Statement Balance		4,366,802.38

Transaction No	Date	Mod	Empl/Vend	Vendor/Employee Name	Other No	Checks	Deposits
<hr/>							
1	CHECKING-EARLHAM SAVINGS	BK#1				Beginning Statement Balance	4,030,324.55
				111 Credit Transactions		369,710.51	
				86 Debit Transactions			706,188.34
						Ending Statement Balance	4,366,802.38

BANK CASH REPORT
2025

BANK NAME FUND GL NAME	MARCH CASH BALANCE	APRIL RECEIPTS	APRIL DISBURSMENTS	APRIL CASH BALANCE	OUTSTANDING TRANSACTIONS	APR BANK BALANCE
CHECKING-EARLHAM SAVINGS BK#1						
BANK CHECKING-EARLHAM SAVINGS BK#1						4,366,802.38
001 CHECKING - GENERAL	343,556.77-	284,948.87	129,331.83	187,939.73-	1,637.64	
049 CHECKING - VEHICLE INSPECTION	0.00	0.00	0.00	0.00		
051 CHECKING - LIBRARY BUILDING	1,639.42-	0.00	0.00	1,639.42-		
052 CHECKING - PW VEHICLE REPLACE	7,000.00	0.00	0.00	7,000.00		
053 CHECKING - FD VEHICLE REPLACE	349,944.93	0.00	0.00	349,944.93		
054 CHECKING - POLICE VEHICLE REP	0.00	0.00	0.00	0.00		
055 CHECKING - 1ST RES VEHICLE REP	0.00	0.00	0.00	0.00		
056 CHECKING - TECHNOLOGY REPLACE	0.00	0.00	0.00	0.00		
057 CHECKING - BUILDING REPAIR RES	0.00	0.00	0.00	0.00		
058 CHECKING - FARMERS MARKET	0.00	0.00	0.00	0.00		
059 PARK OPS CHECKING	10,414.06-	0.00	0.00	10,414.06-	1,041.27	
060 CHECKING	166,976.98	19,435.35	0.00	186,412.33		
110 CHECKING - ROAD USE TAX	461,241.30	17,363.69	540.58	478,064.41		
112 CHECKING - EMPLOYEE BENEFITS	96,583.97	112,675.59	67.36	209,192.20		
119 CHECKING - EMERGENCY FUND	0.00	0.00	0.00	0.00		
121 CHECKING - L.O.S.T.	503,681.17	31,391.31	0.00	535,072.48		
INVALID GL ACCT NUMBER	0.00	0.00	0.00	0.00		
125 CHECKING - TIF GENERAL	323,137.11	156,546.41	0.00	479,683.52		
126 CHECKING - TIF WH PINES SUBDIV	0.00	0.00	0.00	0.00		
127 CHECKING - TIF POLK CO BANK	0.00	0.00	0.00	0.00		
128 CHECKING - TIF STANDBROUGH	0.00	0.00	0.00	0.00		
129 CHECKING - TIF LMI	274,270.22	0.00	0.00	274,270.22		
180 CHECKING - PARK/REC TRUST	0.00	0.00	0.00	0.00		
181 CHECKING - REC TRUST	0.00	0.00	0.00	0.00		
182 CHECKING - LIBRARY TRUST	15,773.04	0.00	0.00	15,773.04	375.44	
183 CASH	0.00	0.00	0.00	0.00		
184 CHECKING - CDBG HOUSING PROJ	0.00	0.00	0.00	0.00		
185 CHECKING - REC CAPITAL	0.00	0.00	0.00	0.00		
186 CHECKING - SITE CERT/WA	0.00	0.00	0.00	0.00		
200 CHECKING - DEBT SERVICE	220,946.42	10,951.41	0.00	231,897.83		
205 CHECKING - WATER DEBT SERVICE	0.00	0.00	0.00	0.00		
213 CHECKING - DEBT SERVICE-LIFT	0.00	0.00	0.00	0.00		
240 CASH	0.00	0.00	0.00	0.00		
300 CHECKING - SIDEWALK PROJECT	0.00	0.00	0.00	0.00		
305 CASH	590,117.06	0.00	1,941.27	588,175.79		
310 CASH	0.00	0.00	0.00	0.00		
315 CASH	33,161.00-	0.00	8,583.21	41,744.21-		
320 CASH - CAPTIAL IMPROVE OTHER	37,691.42-	0.00	360.42	38,051.84-		
325 CASH	43,893.77-	0.00	142.30	44,036.07-		
330 CHECKING WATER SUPPLY IMPROV	863,896.77	0.00	5,934.50	857,962.27		
335 CASH	10,238.00-	0.00	0.00	10,238.00-		
340 CASH-MICROSOFT CAPITAL IMPRPOV	350,833.30-	0.00	163,907.49	514,740.79-		
345 CASH	27,071.85-	0.00	0.00	27,071.85-		
350 CASH	0.00	0.00	0.00	0.00		
355 CASH	0.00	0.00	0.00	0.00		
370 CASH	0.00	0.00	0.00	0.00		
500 CHECKING - PERPETUAL CARE	0.00	0.00	0.00	0.00		
600 CHECKING - WATER	660,188.29	41,323.24	42,102.38	659,409.15	1,082.54	
606 CHECKING - WATER MAIN PROJ	0.00	0.00	0.00	0.00		
610 CHECKING - SEWER	362,197.36	27,131.57	21,379.18	367,949.75	280.00	
612 CHECKING - LAGOON DEBT SERVICE	0.00	0.00	0.00	0.00		

BANK CASH REPORT
2025

FUND GL	BANK NAME NAME	MARCH CASH BALANCE	APRIL RECEIPTS	APRIL DISBURSMENTS	APRIL CASH BALANCE	OUTSTANDING TRANSACTIONS	APR BANK BALANCE
620	CASH	0.00	0.00	0.00	0.00		
	PENDING CREDIT-CARD DEPOSITS					2,986.02	
	DEPOSITS					439.56-	
	CHECKING-EARLHAM SAVINGS TOTAL	4,037,455.03	701,767.44	374,290.52	4,364,931.95	1,870.43	4,366,802.38
	SAVINGS-WELLS FARGO BK#2						
BANK 001	SAVINGS-WELLS FARGO BK#2						
	SAVINGS/CD'S	0.00	0.00	0.00	0.00		
	INVALID GL ACCT NUMBER	0.00	0.00	0.00	0.00		
	INVALID GL ACCT NUMBER	0.00	0.00	0.00	0.00		
	INVALID GL ACCT NUMBER	0.00	0.00	0.00	0.00		
056	SAVINGS/CD'S	0.00	0.00	0.00	0.00		
	INVALID GL ACCT NUMBER	0.00	0.00	0.00	0.00		
	INVALID GL ACCT NUMBER	0.00	0.00	0.00	0.00		
	INVALID GL ACCT NUMBER	0.00	0.00	0.00	0.00		
	SAVINGS-WELLS FARGO TOTALS	0.00	0.00	0.00	0.00	0.00	0.00
	IPAIT BK#3						
BANK 001	IPAIT BK#3						267,511.52
	IPAIT - GENERAL	122,651.98	474.73	0.00	123,126.71		
049	IPAIT	0.00	0.00	0.00	0.00		
051	IPAIT	0.00	0.00	0.00	0.00		
054	IPAIT	0.00	0.00	0.00	0.00		
057	IPAIT	0.00	0.00	0.00	0.00		
110	IPAIT	0.00	0.00	0.00	0.00		
125	IPAIT	92,368.80	311.31	0.00	92,680.11		
126	IPAIT	0.00	0.00	0.00	0.00		
127	IPAIT	0.00	0.00	0.00	0.00		
180	IPAIT	0.00	0.00	0.00	0.00		
182	IPAIT	18,250.41	0.00	0.00	18,250.41		
500	IPAIT	0.00	0.00	0.00	0.00		
610	IPAIT	33,341.89	112.40	0.00	33,454.29		
612	IPAIT	0.00	0.00	0.00	0.00		
	IPAIT TOTALS	266,613.08	898.44	0.00	267,511.52	0.00	267,511.52
	PETTY CASH BK#4						
BANK 001	PETTY CASH BK#4						330.00
	PETTY CASH	100.00	0.00	0.00	100.00		
059	PETTY CASH	200.00	0.00	0.00	200.00		
600	PETTY CASH	30.00	0.00	0.00	30.00		
	PETTY CASH TOTALS	330.00	0.00	0.00	330.00	0.00	330.00

BANK NAME		MARCH	APRIL	APRIL	APRIL	OUTSTANDING	APR BANK
FUND GL	NAME	CASH BALANCE	RECEIPTS	DISBURSMENTS	CASH BALANCE	TRANSACTIONS	BALANCE
Earlham Savings Bank		BK#5					

BANK	Earlham Savings Bank	BK#5					
049	SAVINGS/CD'S	0.00	0.00	0.00	0.00		
051	SAVINGS/CD'S	0.00	0.00	0.00	0.00		
054	SAVINGS/CD'S	0.00	0.00	0.00	0.00		
057	SAVINGS/CD'S	0.00	0.00	0.00	0.00		
125	SAVINGS/CD'S	145.89-	0.00	0.00	145.89-		
	INVALID GL ACCT NUMBER	0.00	0.00	0.00	0.00		
	INVALID GL ACCT NUMBER	0.00	0.00	0.00	0.00		
180	SAVINGS/CD'S	0.00	0.00	0.00	0.00		
182	SAVINGS/CD'S	0.00	0.00	0.00	0.00		
500	SAVINGS/CD'S	0.00	0.00	0.00	0.00		
	INVALID GL ACCT NUMBER	0.00	0.00	0.00	0.00		
612	SAVINGS/CD'S	0.00	0.00	0.00	0.00		

Earlham Savings Bank TOTALS		145.89-	0.00	0.00	145.89-	0.00	145.89-
WARNING - BANK TOTALS DO NOT EQUAL THE GENERAL LEDGER ACCOUNT TOTALS						DIFFERENCE -->	145.89-
=====							
TOTAL OF ALL BANKS		4,304,252.22	702,665.88	374,290.52	4,632,627.58	1,870.43	4,634,498.01
=====							

TREASURER'S REPORT
CALENDAR 4/2025, FISCAL 10/2025

ACCOUNT TITLE		LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001	GENERAL	220,804.79-	284,794.44	128,636.43	66.24-	64,713.02-
049	VEHICLE INSPECTION FUND					
051	LIBRARY BUILDING FUND	1,639.42-				1,639.42-
052	PW-VEHICLE REPLACEMENT	7,000.00				7,000.00
053	FD-VEHICLE REPLACEMENT	349,944.93				349,944.93
054	PD - VEHICLE REPLACEMENT					
055	VEHICLE REPLACEMENT-FIRST					
056	TECHNOLOGY REPLACEMENT-LI					
057	BUILDING REPAIR RESERVE					
058	FARMERS MARKET					
059	PARK OPERATIONS	10,214.06-				10,214.06-
060	GAS/ELEC FRANCHISE FEE	166,976.98	19,435.35			186,412.33
110	ROAD USE TAX	461,241.30	17,363.69	540.58		478,064.41
112	EMPLOYEE BENEFITS	96,583.97	112,675.59	67.36		209,192.20
119	EMERGENCY FUND					
121	LOCAL OPTION SALES TAX	503,681.17	31,391.31			535,072.48
125	TIF - GENERAL	415,360.02	156,857.72			572,217.74
126	TIF-WH PINES SUBDIVISION					
127	TIF-POLK CO. BANK					
128	TIF-STANDBROUGH					
129	LMI TIF ONLY	274,270.22				274,270.22
180	PARK TRUST FUND					
181	REC TRUST					
182	LIBRARY TRUST FUND	34,023.45				34,023.45
183	VM COMMUNITY BETTERMENT					
184	CDBG/HOUSING PROJECT					
185	REC CAPITAL FUND					
186	SITE CERT/WA PROJECT					
200	DEBT SERVICE	220,946.42	10,951.41			231,897.83
205	DEBT SERVICE-WATER					
213	DEBT SERVICE-LIFT STATION					
240	DEBT SERVICE - MICROSOFT					
300	SEWERSIDE CAPITAL PROJECT					
305	ARLINGTON ROAD RESURFAC	590,117.06		1,941.27		588,175.79
310	TRINDLE CITY PROJECTS					
315	MASTER TRAILS PROJECT	33,161.00-		8,583.21		41,744.21-
320	601 MUNICIPAL BUILDING	37,691.42-		360.42		38,051.84-
325	WATER MAIN REPLACEMENT	43,893.77-		142.30		44,036.07-
330	WATER SUPPLY IMPROVEMEN	863,896.77		5,934.50		857,962.27
335	WATER TREATMENT FACILIT	10,238.00-				10,238.00-
340	MICROSOFT CAPITAL IMPRO	350,833.30-		163,907.49		514,740.79-
345	WATER MAIN REPLACEMENT	27,071.85-				27,071.85-
350	GRAND RIDGE ESTATES PARK					
355	VIRGINIA STREET EXTENSION					
370	SEWER CAPITAL IMPROVE					
500	CEMETARY-PERPETUAL CARE					
600	WATER	660,218.29	37,945.01	38,749.33	25.18	659,439.15
606	WATER MAIN PROJECT					
610	SEWER	395,539.25	27,191.35	21,351.74	25.18	401,404.04
612	DEBT SERVICE-SEWER LAGOON					
620	CARES ACT PROJECT FUND					
Report Total		4,304,252.22	698,605.87	370,214.63	15.88-	4,632,627.58

BALANCE SHEET
CALENDAR 4/2025, FISCAL 10/2025

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CHECKING - GENERAL	155,617.04	187,939.73-
051-000-1110	CHECKING - LIBRARY BUILDING		1,639.42-
052-000-1110	CHECKING - PW VEHICLE REPLACE		7,000.00
053-000-1110	CHECKING - FD VEHICLE REPLACE		349,944.93
059-000-1110	PARK OPS CHECKING		10,414.06-
060-000-1110	CHECKING	19,435.35	186,412.33
110-000-1110	CHECKING - ROAD USE TAX	16,823.11	478,064.41
112-000-1110	CHECKING - EMPLOYEE BENEFITS	112,608.23	209,192.20
121-000-1110	CHECKING - L.O.S.T.	31,391.31	535,072.48
125-000-1110	CHECKING - TIF GENERAL	156,546.41	479,683.52
129-000-1110	CHECKING - TIF LMI		274,270.22
182-000-1110	CHECKING - LIBRARY TRUST		15,773.04
200-000-1110	CHECKING - DEBT SERVICE	10,951.41	231,897.83
305-000-1110	CASH	1,941.27-	588,175.79
315-000-1110	CASH	8,583.21-	41,744.21-
320-000-1110	CASH - CAPTIAL IMPROVE OTHER	360.42-	38,051.84-
325-000-1110	CASH	142.30-	44,036.07-
330-000-1110	CHECKING WATER SUPPLY IMPROV	5,934.50-	857,962.27
335-000-1110	CASH		10,238.00-
340-000-1110	CASH-MICROSOFT CAPITAL IMPRPOV	163,907.49-	514,740.79-
345-000-1110	CASH		27,071.85-
600-000-1110	CHECKING - WATER	779.14-	659,409.15
610-000-1110	CHECKING - SEWER	5,752.39	367,949.75
		-----	-----
	CASH TOTAL	327,476.92	4,364,931.95
001-000-1120	PETTY CASH		100.00
059-000-1120	PETTY CASH		200.00
600-000-1120	PETTY CASH		30.00
		-----	-----
	PETTY CASH TOTAL	.00	330.00
001-000-1150	IPAIT - GENERAL	474.73	123,126.71
125-000-1150	IPAIT	311.31	92,680.11
182-000-1150	IPAIT		18,250.41
610-000-1150	IPAIT	112.40	33,454.29
		-----	-----
	IPAIT TOTAL	898.44	267,511.52
125-000-1160	SAVINGS/CD'S		145.89-
		-----	-----
	SAVINGS/CD'S TOTAL	.00	145.89-
		=====	=====
	TOTAL CASH	328,375.36	4,632,627.58
		=====	=====

REVENUE REPORT
CALENDAR 4/2025, FISCAL 10/2025

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	2,219,954.30	284,794.44	1,873,143.60	84.38	346,810.70
	VEHICLE INSPECTION FUND TOTAL	35,568.00	.00	39,167.73	110.12	3,599.73-
	LIBRARY BUILDING FUND TOTAL	1,661.00	.00	20.64	1.24	1,640.36
	PW-VEHICLE REPLACEMENT TOTAL	11,580.00	.00	.00	.00	11,580.00
	FD-VEHICLE REPLACEMENT TOTAL	452,000.00	.00	452,000.00	100.00	.00
	PD - VEHICLE REPLACEMENT TOTA	99.00	.00	98.88	99.88	.12
	BUILDING REPAIR RESERVE TOTAL	150.00	.00	52.88	35.25	97.12
	PARK OPERATIONS TOTAL	.00	.00	120,756.23	.00	120,756.23-
	GAS/ELEC FRANCHSIE FEE TOTAL	82,000.00	19,435.35	66,455.96	81.04	15,544.04
	ROAD USE TAX TOTAL	216,000.00	17,363.69	153,206.59	70.93	62,793.41
	EMPLOYEE BENEFITS TOTAL	290,000.00	112,675.59	277,371.95	95.65	12,628.05
	EMERGENCY FUND TOTAL	9.00	.00	8.89	98.78	.11
	LOCAL OPTION SALES TAX TOTAL	430,000.00	31,391.31	335,304.74	77.98	94,695.26
	TIF - GENERAL TOTAL	600,986.00	156,857.72	629,569.78	104.76	28,583.78-
	TIF-WH PINES SUBDIVISION TOTA	703.00	.00	702.48	99.93	.52
	TIF-POLK CO. BANK TOTAL	176.00	.00	175.40	99.66	.60
	LMI TIF ONLY TOTAL	4,008.00	.00	4,008.22	100.01	.22-

REVENUE REPORT
CALENDAR 4/2025, FISCAL 10/2025

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	PARK TRUST FUND TOTAL	362.00	.00	22,420.32	6,193.46	22,058.32-
	LIBRARY TRUST FUND TOTAL	.00	.00	82,788.71	.00	82,788.71-
	DEBT SERVICE TOTAL	257,301.00	10,951.41	256,197.87	99.57	1,103.13
	ARLINGTON ROAD RESURFACE TOTA	592,000.00	.00	591,117.06	99.85	882.94
	MASTER TRAILS PROJECT TOTAL	685,000.00	.00	.00	.00	685,000.00
	601 MUNICIPAL BUILDING TOTAL	536,822.00	.00	536,146.62	99.87	675.38
	WATER SUPPLY IMPROVEMENTS TOTA	600,000.00	.00	.00	.00	600,000.00
	MICROSOFT CAPITAL IMPROVE TOTA	7,000,000.00	.00	.00	.00	7,000,000.00
	CEMETARY-PERPETUAL CARE TOTAL	.00	.00	359.93	.00	359.93-
	WATER TOTAL	524,110.00	37,945.01	421,388.22	80.40	102,721.78
	SEWER TOTAL	385,500.00	27,191.35	295,817.73	76.74	89,682.27
	DEBT SERVICE-SEWER LAGOON TOTA	20,000.00	.00	20,605.75	103.03	605.75-
	TOTAL REVENUE BY FUND	14,945,989.30	698,605.87	6,178,886.18	41.34	8,767,103.12

BUDGET REPORT
CALENDAR 4/2025, FISCAL 10/2025

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	GENERAL TOTAL	2,288,613.00	128,636.43	1,962,307.88	85.74	326,305.12
	VEHICLE INSPECTION FUND TOTAL	.00	.00	41,188.83	.00	41,188.83-
	LIBRARY BUILDING FUND TOTAL	17,430.00	.00	17,400.11	99.83	29.89
	FD-VEHICLE REPLACEMENT TOTAL	120,100.00	.00	120,100.00	100.00	.00
	PD - VEHICLE REPLACEMENT TOTA	16,545.00	.00	16,544.58	100.00	.42
	VEHICLE REPLACEMENT-FIRST TOTA	1,156.00	.00	1,155.24	99.93	.76
	TECHNOLOGY REPLACEMENT-LI TOTA	5,000.00	.00	5,000.00	100.00	.00
	BUILDING REPAIR RESERVE TOTAL	3,211.00	.00	3,211.02	100.00	.02-
	FARMERS MARKET TOTAL	.00	.00	.00	.00	.00
	PARK OPERATIONS TOTAL	.00	.00	57,577.08	.00	57,577.08-
	GAS/ELEC FRANCHSIE FEE TOTAL	200,000.00	.00	200,000.00	100.00	.00
	ROAD USE TAX TOTAL	282,000.00	540.58	129,675.08	45.98	152,324.92
	EMPLOYEE BENEFITS TOTAL	186,000.00	67.36	267.47	.14	185,732.53
	EMERGENCY FUND TOTAL	36,311.00	.00	36,310.17	100.00	.83
	LOCAL OPTION SALES TAX TOTAL	837,462.00	.00	837,461.80	100.00	.20
	TIF - GENERAL TOTAL	209,098.00	.00	209,076.60	99.99	21.40
	TIF-WH PINES SUBDIVISION TOTA	138,719.00	.00	138,717.78	100.00	1.22

BUDGET REPORT
CALENDAR 4/2025, FISCAL 10/2025

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	TIF-POLK CO. BANK TOTAL	79,318.00	.00	79,317.48	100.00	.52
	TIF-STANDBROUGH TOTAL	36,451.00	.00	36,450.64	100.00	.36
	PARK TRUST FUND TOTAL	22,059.00	.00	29,905.34	135.57	7,846.34-
	REC TRUST TOTAL	35,100.00	.00	35,099.42	100.00	.58
	LIBRARY TRUST FUND TOTAL	.00	.00	70,376.41	.00	70,376.41-
	SITE CERT/WA PROJECT TOTAL	18,171.00	.00	18,170.62	100.00	.38
	DEBT SERVICE TOTAL	248,000.00	.00	24,300.00	9.80	223,700.00
	ARLINGTON ROAD RESURFACE TOTA	618,500.00	1,941.27	2,941.27	.48	615,558.73
	TRINDLE CITY PROJECTS TOTAL	237,118.00	.00	237,117.06	100.00	.94
	MASTER TRAILS PROJECT TOTAL	787,500.00	8,583.21	41,744.21	5.30	745,755.79
	601 MUNICIPAL BUILDING TOTAL	698,681.00	360.42	699,699.46	100.15	1,018.46-
	WATER MAIN REPLACEMENT P1 TOTA	.00	142.30	30,245.82	.00	30,245.82-
	WATER SUPPLY IMPROVEMENTS TOTA	900,500.00	5,934.50	75,719.57	8.41	824,780.43
	WATER TREATMENT FACILITY TOTA	.00	.00	9,664.00	.00	9,664.00-
	MICROSOFT CAPITAL IMPROVE TOTA	6,880,000.00	163,907.49	514,740.79	7.48	6,365,259.21
	WATER MAIN REPLACEMENT P2 TOTA	.00	.00	27,071.85	.00	27,071.85-
	CEMETARY-PERPETUAL CARE TOTAL	41,749.00	.00	41,748.21	100.00	.79

BUDGET REPORT
CALENDAR 4/2025, FISCAL 10/2025

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	WATER TOTAL	438,348.00	38,749.33	578,207.26	131.91	139,859.26-
	WATER MAIN PROJECT TOTAL	35,565.00	.00	35,564.79	100.00	.21
	SEWER TOTAL	296,720.00	21,351.74	321,404.13	108.32	24,684.13-
	DEBT SERVICE-SEWER LAGOON TOTA	.00	.00	36,907.30	.00	36,907.30-
	CARES ACT PROJECT FUND TOTAL	100,271.00	.00	100,270.65	100.00	.35
	TOTAL EXPENSES BY FUND	=====	=====	=====	=====	=====
		15,815,696.00	370,214.63	6,822,659.92	43.14	8,993,036.08
		=====	=====	=====	=====	=====

BUDGET REPORT
CALENDAR 4/2025, FISCAL 10/2025

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	464,695.00	24,810.90	367,784.72	79.15	96,910.28
	EMERGENCY MANAGEMENT TOTAL	650.00	1,492.28	1,608.05	247.39	958.05-
	FIRE TOTAL	210,620.00	2,463.79	64,760.44	30.75	145,859.56
	AMBULANCE TOTAL	23,580.00	5,520.81	16,356.96	69.37	7,223.04
		-----	-----	-----	-----	-----
	PUBLIC SAFETY TOTAL	699,545.00	34,287.78	450,510.17	64.40	249,034.83
	ROADS, BRIDGES, SIDEWALKS TOTA	394,176.00	13,260.61	349,129.21	88.57	45,046.79
	STREET LIGHTING TOTAL	3,000.00	1,255.95	12,536.51	417.88	9,536.51-
	TRAFFIC CONTROL & SAFETY TOTA	.00	3,182.90	3,182.90	.00	3,182.90-
	SNOW REMOVAL TOTAL	8,400.00	709.09	32,553.84	387.55	24,153.84-
	GARBAGE TOTAL	148,400.00	12,626.68	134,241.38	90.46	14,158.62
		-----	-----	-----	-----	-----
	PUBLIC WORKS TOTAL	553,976.00	31,035.23	531,643.84	95.97	22,332.16
	LIBRARY TOTAL	181,793.00	11,789.69	158,467.52	87.17	23,325.48
	PARKS TOTAL	12,843.00	2,037.50	13,012.07	101.32	169.07-
	RECREATION TOTAL	165,093.00	24,095.65	140,091.61	84.86	25,001.39
	CEMETERY TOTAL	69,643.00	127.77	67,688.10	97.19	1,954.90
	FARMERS MARKET TOTAL	.00	.00	300.00-	.00	300.00
		-----	-----	-----	-----	-----
	CULTURE & RECREATION TOTAL	429,372.00	38,050.61	378,959.30	88.26	50,412.70
	ECONOMIC DEVELOPMENT TOTAL	59,300.00	.00	29,899.74	50.42	29,400.26
	PLANNING & ZONING TOTAL	151,000.00	9,562.48	105,317.36	69.75	45,682.64
		-----	-----	-----	-----	-----
	COMMUNITY & ECONOMIC DEV TOTA	210,300.00	9,562.48	135,217.10	64.30	75,082.90
	MAYOR/COUNCIL/CITY MGR TOTAL	29,075.00	5,101.07	25,193.73	86.65	3,881.27
	CLERK/TREASURER/ADM TOTAL	199,825.00	8,447.77	171,742.35	85.95	28,082.65
	LEGAL SERVICES/ATTORNEY TOTAL	68,500.00	2,149.84	79,496.20	116.05	10,996.20-
	CITY HALL/GENERAL BLDGS TOTAL	68,000.00	609.59	9,706.75	14.27	58,293.25
		-----	-----	-----	-----	-----
	GENERAL GOVERNMENT TOTAL	365,400.00	16,308.27	286,139.03	78.31	79,260.97
	DEBT SERVICES TOTAL	248,000.00	.00	24,300.00	9.80	223,700.00
		-----	-----	-----	-----	-----
	DEBT SERVICE TOTAL	248,000.00	.00	24,300.00	9.80	223,700.00
	CAPITAL PROJECTS TOTAL	9,752,011.00	180,869.19	1,268,657.12	13.01	8,483,353.88
		-----	-----	-----	-----	-----
	CAPITAL PROJECTS TOTAL	9,752,011.00	180,869.19	1,268,657.12	13.01	8,483,353.88
	WATER TOTAL	403,423.00	38,749.33	543,282.26	134.67	139,859.26-

BUDGET REPORT
CALENDAR 4/2025, FISCAL 10/2025

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	SEWER/SEWAGE DISPOSAL TOTAL	276,720.00	21,351.74	301,404.13	108.92	24,684.13-
	ENTERPRISE FUNDS TOTAL	680,143.00	60,101.07	844,686.39	124.19	164,543.39-
	TRANSFERS IN/OUT TOTAL	2,876,949.00	.00	2,902,546.97	100.89	25,597.97-
	TRANSFER OUT TOTAL	2,876,949.00	.00	2,902,546.97	100.89	25,597.97-
	TOTAL EXPENSES	15,815,696.00	370,214.63	6,822,659.92	43.14	8,993,036.08

OUTSTANDING TRANSACTION REGISTER
4/01/2025 TO 4/30/2025

BANK NO NAME					CHECKS AND		RECONCILING	VOIDED	MANUAL
MOD CODE	NUMBER	DATE	PERIOD	VEND/EMPL	OTHER NUMB	DEPOSITS			
1 CHECKING-EARLHAM SAVINGS BK#1 STATEMENT DATE: 4/30/2025									
AP CHK	33345	4/15/25	10/25	DOUG APPEGATE			150.00		
AP CHK	33352	4/15/25	10/25	IBTSA			35.00		
AP CHK	33369	4/15/25	10/25	SHELLY JAMES			360.00		
AP CHK	33373	4/15/25	10/25	UNWIND DESIGNS			375.00		
BANK TOTAL						.00	920.00	.00	
DEPOSITS-CHECKS						920.00-			

BANK NO	DATE	JOURNAL	PENDING DEPOSITS	ADJUSTMENTS*
1	4/01/2025	RM 0660	628.30	.00
1	4/02/2025	RM 0668	244.07	.00
1	4/04/2025	RM 0688	82.98	.00
1	4/07/2025	RM 0700	83.43	.00
1	4/08/2025	RM 0709	87.28	.00
1	4/09/2025	RM 0713	112.85	.00
1	4/10/2025	RM 0722	211.06	.00
1	4/01/2025	RM 0669	628.30-	.00
1	4/02/2025	RM 0671	244.07-	.00
1	4/04/2025	RM 0691	82.98-	.00
1	4/07/2025	RM 0703	83.43-	.00
1	4/11/2025	RM 0730	386.57	.00
1	4/14/2025	RM 0745	1,062.64	.00
1	4/15/2025	RM 0762	15,548.34	.00
1	4/08/2025	RM 0778	87.28-	.00
1	4/09/2025	RM 0716	112.85-	.00
1	4/10/2025	RM 0725	211.06-	.00
1	4/11/2025	RM 0732	386.57-	.00
1	4/14/2025	RM 0748	1,062.64-	.00
1	4/18/2025	RM 0786	282.80	.00
1	4/21/2025	RM 0796	90.27	.00
1	4/23/2025	RM 0806	99.36	.00
1	4/25/2025	RM 0815	170.97	.00
1	4/15/2025	RM 0766	15,548.34-	.00
1	4/18/2025	RM 0790	282.80-	.00
1	4/21/2025	RM 0798	90.27-	.00
1	4/29/2025	RM 0826	105.79	.00
1	4/23/2025	RM 0808	99.36-	.00
1	4/25/2025	RM 0817	170.97-	.00
1	4/30/2025	RM 0831	434.33	.00
1	4/30/2025	RM 0836	1,860.04	.00
BANK TOTAL			2,400.16	.00
REPORT TOTAL			2,400.16	

*Adjustments include fees and returns that reduce Gworks Payments Deposits.

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 A STATEMENT OF YOUR ACCOUNT
 01-APR-25 THRU 30-APR-25

LAST STATEMENT	NO. CREDITS	AMOUNT	NO. DEBITS	AMOUNT	STATEMENT BAL
4,030,324.55 +	94	706,188.34 -	85	369,710.51	=4,366,802.38

-- ITEMIZED TRANSACTIONS -----	DEBITS ---	CREDITS -----	BALANCE --
4-01 Regular deposit		✓ 62.50	4,030,387.05
4-01 Regular deposit		✓ 9,561.84	4,039,948.89
4-01 FORTE, 185234		✓ 305.21	4,040,254.10
250331 CC-0331-0467F			
D21118930			
4-01 FORTE, 185234		✓ 407.44	4,040,661.54
250331 ACH-0331-24AFF			
D21118930			
4-01 GAN IA LOCALIQ A,descript	✓ 40.00		4,040,621.54
' cvli2m70i47133k D21118930			
4-02 Regular deposit		✓ 618.95	4,041,240.49
4-02 FORTE, 188597		✓ 15.00	4,041,255.49
250401 CC-0401-C4439			
D21118930			
4-02 FORTE, 185234		✓ 489.98	4,041,745.47
250401 CC-0401-39B20			
D21118930			
4-02 Stack Pay, Transfer	✓ 65.00 S		4,041,680.47
818879682			
D21118930			
4-02 Challenger Teamw, ACH Collec	✓ 467.14		4,041,213.33
39337			
D21118930			
4-02 DELTAIAGROUP, AGNT PYMNT	✓ 923.26		4,040,290.07
961510432			
D21118930			
4-02 Wellmark,EBILLING	✓ 13,175.94		4,027,114.13
' 960987582 D21118930			
4-03 Regular deposit		✓ 4,366.87	4,031,481.00
4-03 FORTE, 188597		✓ 238.20	4,031,719.20
250402 CC-0402-5218B			
D21118930			
4-03 ST OF IA-E.F.T., E.F.T.		✓ 451.25	4,032,170.45
040325 00002131734			
D21118930			

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--	ITEMIZED TRANSACTIONS -----	DEBITS	----	CREDITS	-----	BALANCE	--
4-03	FORTE, 185234			✓659.63		4,032,830.08	
	250402 ACH-0402-1CECE						
	D21118930						
4-03	FORTE, 185234			✓707.30		4,033,537.38	
	250402 CC-0402-DCBA4						
	D21118930						
4-03	IA DEPT OF REV, IA REV PAY	✓ 1,617.11				4,031,920.27	
	250403 3970834						
	D21118930						
4-04	Regular deposit			✓668.33		4,032,588.60	
4-04	FORTE, 188597			✓94.62		4,032,683.22	
	250403 CC-0403-6D18D						
	D21118930						
4-04	Stack Pay, Transfer			✓130.21 S		4,032,813.43	
	819747630						
	D21118930						
4-04	FORTE, 185234			✓343.46		4,033,156.89	
	250403 CC-0403-BDD81						
	D21118930						
4-07	Regular deposit			✓1,236.64		4,034,393.53	
4-07	Stack Pay, Transfer			✓62.69 S		4,034,456.22	
	820098742						
	D21118930						
4-07	FORTE, 185234			✓81.60		4,034,537.82	
	250404 ACH-0404-9318F						
	D21118930						
4-07	FORTE, 188597			✓108.45		4,034,646.27	
	250405 CC-0405-900A3						
	D21118930						
4-07	FORTE, 188597			✓316.17		4,034,962.44	
	250404 CC-0404-14486						
	D21118930						
4-07	FORTE, 185234			✓318.13		4,035,280.57	
	250405 CC-0405-1772A						
	D21118930						
4-07	FORTE, 185234			✓328.51		4,035,609.08	
	250406 CC-0406-9C28F						
	D21118930						

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 A STATEMENT OF YOUR ACCOUNT
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--	ITEMIZED TRANSACTIONS -----	DEBITS	----	CREDITS	-----	BALANCE --
4-07	FORTE, 185234 250404 CC-0404-CC5D1 D21118930			✓817.27		4,036,426.35
4-07	THE HARTFORD, PREMRB 570850855919	✓ 502.09				4,035,924.26
4-08	Regular deposit			✓592.02		4,036,516.28
4-08	WELLS FARGO IFI, ACCTVERIFY 040725 TD0RWW82L9 D21118930			✓0.19		4,036,516.47
4-08	WELLS FARGO IFI, ACCTVERIFY 040725 TD0RWW82G5 D21118930			✓0.48		4,036,516.95
4-08	FORTE, 185234 250407 CC-0407-81AAB D21118930			✓375.88		4,036,892.83
4-08	FORTE, 185234 250407 ACH-0407-E4482 D21118930			✓385.75		4,037,278.58
4-08	WELLS FARGO IFI, ACCTVERIFY ,040725 TD0RWW82G5 D21118930	✓ 0.67 -				4,037,277.91
4-08	CARDMEMBER SERV, WEB PYMT ,250406 *****5528 D21118930	✓ 876.45				4,036,401.46
4-09	Regular deposit			✓1,176.47		4,037,577.93
4-09	FORTE, 185234 250408 ACH-0408-89B49 D21118930			✓164.45		4,037,742.38
4-09	FORTE, 185234 250408 CC-0408-8763A D21118930			✓271.55		4,038,013.93
4-09	FORTE, 188597 250408 CC-0408-D5698 D21118930			✓672.73		4,038,686.66
4-09	Stack Pay, Transfer 821050069 D21118930	✓28.00 S				4,038,658.66
4-10	Regular deposit			✓858.19		4,039,516.85

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-- ITEMIZED TRANSACTIONS -----	DEBITS	CREDITS	BALANCE --
4-10 FORTE, 185234 250409 CC-0409-4F55F D21118930		✓168.38	4,039,685.23
4-10 Stack Pay, Transfer 821267668 D21118930		✓197.83	4,039,883.06
4-10 FORTE, 188597 250409 CC-0409-5EA22 D21118930		✓272.69	4,040,155.75
4-10 FORTE PAYMENTS, ACH FEES 250409 13416541 D21118930	✓24.17		4,040,131.58
4-10 FORTE PAYMENTS, ACH FEES 250409 13416540 D21118930	✓451.70		4,039,679.88
4-10 Check #33330 4-11 Regular deposit	✓4,225.00	✓607.85	4,035,454.88
4-11 FORTE, 185234 250410 ACH-0410-39709 D21118930		✓128.53	4,036,191.26
4-11 FORTE, 185234 250410 CC-0410-E5BF5 D21118930		✓305.87	4,036,497.13
4-11 GAN IA LOCALIQ A,descript , cvs0qnf0i47cd5e D21118930	✓60.40		4,036,436.73
4-11 CARDMEMBER SERV,WEB PYMT ,250410 *****5528 D21118930	✓2,183.00		4,034,253.73
4-11 IRS, USATAXPYMT 041125 270550194766606 D21118930	✓6,989.03		4,027,264.70
4-11 CITY OF VANMETE, PAYROLL CK 250408 EARLHAM SAVINGS	✓21,902.23		4,005,362.47
4-14 Regular deposit		✓23,997.65	4,029,360.12
4-14 FORTE, 185234 250411 ACH-0411-B0E61 D21118930		✓93.26	4,029,453.38

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--	ITEMIZED TRANSACTIONS -----	DEBITS ---	CREDITS ---	-----	BALANCE --
4-14	FORTE, 185234		✓196.75		4,029,650.13
	250413 CC-0413-CEBEF				
	D21118930				
4-14	FORTE, 185234		✓404.82		4,030,054.95
	250411 CC-0411-A54E8				
	D21118930				
4-14	FORTE, 185234		✓39.31		4,030,794.26
	250412 CC-0412-81F17				
	D21118930				
4-14	DALLAS COUNTY, MARCH 2025		✓513,843.44		4,544,637.70
	250414 4500				
	D21118930				
4-14	Check	✓575.00			4,544,062.70
4-15	Regular deposit		✓1,175.19		4,545,237.89
4-15	FORTE, 185234		✓443.30		4,545,681.19
	250414 CC-0414-46810				
	D21118930				
4-15	FORTE, 185234		✓1,122.95		4,546,804.14
	250414 ACH-0414-584CE				
	D21118930				
4-15	ST OF IA-E.F.T., E.F.T.		✓17,363.69		4,564,167.83
	041525 00002131734				
	D21118930				
4-15	CITY OF VANMETE, UTIL BILLS		✓25,816.76		4,589,984.59
	250414 EARLHAM SAVINGS				
4-15	EBANK EFT ACH FEES	✓25.00			4,589,959.59
4-15	Check #33384	✓700.00			4,589,259.59
4-16	Regular deposit		✓1,805.67		4,591,065.26
4-16	FORTE, 188597		✓60.00		4,591,125.26
	250415 CC-0415-D7789				
	D21118930				
4-16	FORTE, 185234		✓165.99		4,591,291.25
	250415 ACH-0415-B24B8				
	D21118930				
4-16	FORTE, 185234		✓1,615.32		4,592,906.57
	250415 CC-0415-61EC6				
	D21118930				
4-16	GAN IA LOCALIQ A,descript	✓46.00			4,592,860.57
	,cvv6au70i47ev73 D21118930				

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-- ITEMIZED TRANSACTIONS -----	DEBITS	--- CREDITS	----- BALANCE --
4-16 GAN IA LOCALIQ A,descript	✓ 47.80		4,592,812.77
cvv674f0i47ev73 D21118930			
4-16 Stack Pay, Transfer	✓ 111.00		4,592,701.77
822448342			
D21118930			
4-16 GAN IA LOCALIQ A,descript	✓ 344.20		4,592,357.57
cvve4k70i47ev73 D21118930			
4-16 GAN IA LOCALIQ A,descript	✓ 574.00		4,591,783.57
cvv62ff0i473eug D21118930			
4-16 WRIGHT EXPRESS, FLEET DEBI	✓ 1,440.06		4,590,343.51
250415 9100013824621			
D21118930			
4-16 Check #33356	✓ 200.90		4,590,142.61
4-16 Check #33360	✓ 819.78		4,589,322.83
4-17 Regular deposit		✓ 141.34	4,589,464.17
4-17 FORTE, 188597		✓ 137.01	4,589,601.18
250416 CC-0416-BAD16			
D21118930			
4-17 FORTE, 185234		✓ 7,617.75	4,597,218.93
250416 ACH-0416-71C7A			
D21118930			
4-17 FORTE, 185234		✓ 8,735.18	4,605,954.11
250416 CC-0416-97702			
D21118930			
4-17 AFLAC COLUMBUS, ACHPMT	✓ 301.32		4,605,652.79
250416 97142241			
D21118930			
4-18 FORTE, 188597		✓ 93.83	4,605,746.62
250417 CC-0417-3C2A8			
D21118930			
4-18 FORTE, 185234		✓ 263.50	4,606,010.12
250417 ACH-0417-A7406			
D21118930			
4-18 FORTE, 185234		✓ 1,055.05	4,607,065.17
250417 CC-0417-08278			
D21118930			

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-- ITEMIZED TRANSACTIONS -----	DEBITS	--- CREDITS	----- BALANCE --
4-21 Regular deposit		✓ 664.80	4,607,729.97
4-21 Regular deposit		✓ 19,921.47	4,627,651.44
4-21 FORTE, 188597		✓ 15.00	4,627,666.44
250419 CC-0419-2032E			
D21118930			
4-21 FORTE, 185234		✓ 89.66	4,627,756.10
250420 CC-0420-2D992			
D21118930			
4-21 FORTE, 185234		✓ 92.11	4,627,848.21
250418 CC-0418-9677A			
D21118930			
4-21 FORTE, 185234		✓ 414.24	4,628,262.45
250419 CC-0419-BC187			
D21118930			
4-21 Check	✓ 345.00		4,627,917.45
4-21 WEX INC, FLEET DEBI	✓ 845.22		4,627,072.23
250418 9100007197363			
D21118930			
4-21 Check #33362	✓ 43.48		4,627,028.75
4-21 Check #33348	✓ 154.00		4,626,874.75
4-21 Check #33357	✓ 170.81		4,626,703.94
4-21 Check #33335	✓ 230.28		4,626,473.66
4-21 Check #33337	✓ 277.60		4,626,196.06
4-21 Check #33371	✓ 400.00		4,625,796.06
4-21 Check #33368	✓ 458.26		4,625,337.80
4-21 Check #33383	✓ 521.23		4,624,816.57
4-21 Check #33358	✓ 547.56		4,624,269.01
4-21 Check #33379	✓ 1,264.45		4,623,004.56
4-21 Check #33374	✓ 1,615.88		4,621,388.68
4-21 Check #33370	✓ 2,816.55		4,618,572.13
4-21 Check #33364	✓ 3,078.82		4,615,493.31
4-21 Check #33381	✓ 3,528.96		4,611,964.35
4-21 Check #33346	✓ 4,299.00		4,607,665.35
4-21 Check #33382	✓ 4,469.50		4,603,195.85
4-22 Regular deposit		✓ 225.00	4,603,420.85
4-22 FORTE, 185234		✓ 88.74	4,603,509.59
250421 CC-0421-D3F1A			
D21118930			

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 CITY OF VAN METER
 PO BOX 160
 VAN METER, IA 50261

0021118930 PUBLIC

 A STATEMENT OF YOUR ACCOUNT
 01-APR-25 THRU 30-APR-25

--	ITEMIZED TRANSACTIONS -----	DEBITS	----	CREDITS	-----	BALANCE	--
4-22	FORTE, 185234			✓134.25		4,603,643.84	
	250421 ACH-0421-8AB53						
	D21118930						
4-22	IA DEPT OF REV, IA REV PAY	✓1,549.31				4,602,094.53	
	250422 4027321						
	D21118930						
4-22	IPERS, PAYROLL	✓9,400.98				4,592,693.55	
	250421 25305						
	D21118930						
4-22	Check #33338	✓30.00				4,592,663.55	
4-22	Check #33359	✓35.20				4,592,628.35	
4-22	Check #33342	✓100.00				4,592,528.35	
4-22	Check #33361	✓739.69				4,591,788.66	
4-22	Check #33341	✓810.00				4,590,978.66	
4-22	Check #33353	✓1,187.73				4,589,790.93	
4-22	Check #33347	✓1,480.00				4,588,310.93	
4-22	Check #33334	✓2,323.60				4,585,987.33	
4-22	Check #33354	✓3,751.80				4,582,235.53	
4-22	Check #33350	✓9,099.55				4,573,135.98	
4-22	Check #33375	✓176,305.54				4,396,830.44	
4-23	Regular deposit			✓2,382.54		4,399,212.98	
4-23	FORTE, 185234			✓258.24		4,399,471.22	
	250422 CC-0422-8FC34						
	D21118930						
4-23	Stack Pay, Transfer			✓960.37		4,400,431.59	
	823776270						
	D21118930						
4-23	Check #33366	✓79.00				4,400,352.59	
4-23	Check #33363	✓256.95				4,400,095.64	
4-23	Check #33336	✓260.00				4,399,835.64	
4-23	Check #33332	✓709.36				4,399,126.28	
4-23	Check #33376	✓2,910.28				4,396,216.00	
4-24	Regular deposit			✓1,147.22		4,397,363.22	
4-24	FORTE, 188597			✓105.41		4,397,468.63	
	250423 CC-0423-57045						
	D21118930						
4-24	FORTE, 185234			✓141.00		4,397,609.63	
	250423 ACH-0423-6383B						
	D21118930						

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 CITY OF VAN METER
 PO BOX 160
 VAN METER, IA 50261

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 A STATEMENT OF YOUR ACCOUNT
 01-APR-25 THRU 30-APR-25

-- ITEMIZED TRANSACTIONS -----	DEBITS	----	CREDITS	-----	BALANCE --
4-24 Check #33333	✓172.62				4,397,437.01
4-24 Check #33351	✓3,940.00				4,393,497.01
4-24 Check #33372	✓7,000.00				4,386,497.01
4-24 Check #33339	✓8,253.00				4,378,244.01
4-24 Check #33378	✓12,987.10				4,365,256.91
4-25 Regular deposit			✓113.88		4,365,370.79
4-25 Stack Pay, Transfer 824187215			106.16\$		4,365,476.95
D21118930					
4-25 FORTE, 185234			✓260.97		4,365,737.92
250424 CC-0424-9B98E					
D21118930					
4-25 FORTE, 188597			✓500.00		4,366,237.92
250424 CC-0424-8EAC9					
D21118930					
4-25 IRS, USATAXPYMT	✓7,754.41				4,358,483.51
042525 270551521779710					
D21118930					
4-25 CITY OF VANMETE, PAYROLL CK	22,306.12				4,336,177.39
250423 EARLHAM SAVINGS					
4-25 Check #33343	✓81.71				4,336,095.68
4-28 Regular deposit			✓268.09		4,336,363.77
4-28 FORTE, 185234			✓98.12		4,336,461.89
250427 CC-0427-F57CA					
D21118930					
4-28 FORTE, 188597			✓114.35		4,336,576.24
250425 CC-0425-39148					
D21118930					
4-28 FORTE, 188597			✓150.00		4,336,726.24
250426 CC-0426-F3BAD					
D21118930					
4-28 Stack Pay, Transfer			207.59\$		4,336,933.83
824440251					
D21118930					
4-28 FORTE, 185234			✓348.92		4,337,282.75
250426 CC-0426-0F844					
D21118930					
4-28 Check	✓225.00				4,337,057.75

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 CITY OF VAN METER
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0021118930 PUBLIC

 A STATEMENT OF YOUR ACCOUNT
 01-APR-25 THRU 30-APR-25

-- ITEMIZED TRANSACTIONS -----		DEBITS	CREDITS	BALANCE --
4-28	Check #33367	✓175.00		4,336,882.75
4-28	Check #33331	✓275.10		4,336,607.65
4-28	Check #33344	✓300.00		4,336,307.65
4-28	Check #33385	✓365.37		4,335,942.28
4-28	Check #33291	✓400.00		4,335,542.28
4-28	Check #33355	✓7,973.30		4,327,568.98
4-29	Regular deposit		✓5,875.55	4,333,444.53
4-29	Stack Pay, Transfer 824880141		106.16\$	4,333,550.69
4-29	D21118930 ST OF IA-E.F.T., E.F.T. 042925 00002131734		✓31,391.31	4,364,942.00
4-29	D21118930 Stack Pay, Transfer 824879733	✓65.00\$		4,364,877.00
4-29	D21118930 WEX INC, FLEET DEBI 250428 9100007197363	✓84.44		4,364,792.56
4-29	D21118930 Check #33377	✓250.00		4,364,542.56
4-30	Regular deposit		✓1,994.00	4,366,536.56
4-30	FORTE, 188597 250429 CC-0429-627DD		✓110.00	4,366,646.56
4-30	D21118930 Stack Pay, Transfer 825145517		864.07\$	4,367,510.63
4-30	D21118930 5421485539, CLAIM FUND 250429 156524426037786	✓322.50		4,367,188.13
4-30	D21118930 Check #33365	✓1,968.00		4,365,220.13
4-30	Interest paid to account		✓1,582.25	4,366,802.38

-- CHECKS -----								
CHK #	DATE	AMOUNT	CHK #	DATE	AMOUNT	CHK #	DATE	AMOUNT
	4-14	575.00	33291	4-28	400.00	33332	4-23	709.36
	4-21	345.00	33330*	4-10	4,225.00	33333	4-24	172.62
	4-28	225.00	33331	4-28	275.10	33334	4-22	2,323.60

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 CITY OF VAN METER
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0021118930 PUBLIC

 A STATEMENT OF YOUR ACCOUNT
 01-APR-25 THRU 30-APR-25

-- CHECKS

CHK #	DATE	AMOUNT	CHK #	DATE	AMOUNT	CHK #	DATE	AMOUNT
33335	4-21	230.28	33354	4-22	3,751.80	33370*	4-21	2,816.55
33336	4-23	260.00	33355	4-28	7,973.30	33371	4-21	400.00
33337	4-21	277.60	33356	4-16	200.90	33372	4-24	7,000.00
33338	4-22	30.00	33357	4-21	170.81	33374*	4-21	1,615.88
33339	4-24	8,253.00	33358	4-21	547.56	33375	4-22	176,305.54
33341*	4-22	810.00	33359	4-22	35.20	33376	4-23	2,910.28
33342	4-22	100.00	33360	4-16	819.78	33377	4-29	250.00
33343	4-25	81.71	33361	4-22	739.69	33378	4-24	12,987.10
33344	4-28	300.00	33362	4-21	43.48	33379	4-21	1,264.45
33346*	4-21	4,299.00	33363	4-23	256.95	33381*	4-21	3,528.96
33347	4-22	1,480.00	33364	4-21	3,078.82	33382	4-21	4,469.50
33348	4-21	154.00	33365	4-30	1,968.00	33383	4-21	521.23
33350*	4-22	9,099.55	33366	4-23	79.00	33384	4-15	700.00
33351	4-24	3,940.00	33367	4-28	175.00	33385	4-28	365.37
33353*	4-22	1,187.73	33368	4-21	458.26			

	TOTAL FOR THIS PERIOD	TOTAL YEAR-TO-DATE
Total overdraft fees	\$0.00	\$0.00
Total returned item fees	\$0.00	\$0.00

 Average balance \$4,277,994.89
 Number of days 30

ANNUAL PERCENTAGE YIELD CALCULATION

DAYS IN INTEREST PERIOD	30
AVG BALANCE INT PERIOD	4,277,942.15
AMOUNT OF INTEREST EARNED	1,582.25
ANNUAL PERCENTAGE YIELD EARNED	0.45%
YEAR TO DATE INTEREST PAID	6,491.09

NINE FULL SERVICE LOCATIONS TO SERVE YOU

WEST DES MOINES
7300 LAKE DRIVE
WEST DES MOINES, IA 50266
(515) 223-4753

EARLHAM
130 N CHESTNUT AVE.
EARLHAM, IA 50072
(515) 758-2251

DE SOTO
705 GUTHRIE ST.
DE SOTO, IA 50069
(515) 834-2242

DES MOINES
3401 SW 9TH ST.
DES MOINES, IA 50315
(515) 244-6355

DOWNTOWN DES MOINES
1107 KEOSAUQUA WAY
DES MOINES, IA 50309
(515) 883-3100

WOODWARD
217 S. MAIN ST.
WOODWARD, IA 50276
(515) 438-4080

VAN METER
475 MILL ST.
VAN METER, IA 50261
(515) 996-2244

GRANGER
1705 BURR OAK BLVD.
GRANGER, IA 53109
(515) 999-9100

BEVINGTON
203 HWY 92 W
BEVINGTON, IA 50033
(515) 462-5801

①

LIST YOUR OUTSTANDING CHECKS BELOW

CHECK NUMBER	PAYEE	AMOUNT
		\$
TOTAL CHECKS OUTSTANDING (ENTER ON LINE 4)		\$

**THIS FORM IS PROVIDED
TO HELP YOU BALANCE
YOUR CHECKING
ACCOUNT**

②

BALANCE YOUR ACCOUNT BELOW

1. STATEMENT BALANCE	\$
2. ADD DEPOSITS NOT CREDITED ON THIS STATEMENT	\$
	\$
	\$
3. SUB TOTAL	\$
4. SUBTRACT CHECKS OUTSTANDING	\$
5. BALANCE	\$

④

IF YOUR ACCOUNT DOES NOT BALANCE-

1. COMPARE CANCELLED CHECKS TO YOUR STATEMENT.
2. COMPARE DEPOSIT RECEIPTS TO YOUR CHECKBOOK AND STATEMENT.
3. SORT CANCELLED CHECKS BY CHECK NUMBER OR DATE ISSUED AND COMPARE THEM TO YOUR CHECKBOOK.
4. CHECK ALL ADDITIONS AND SUBTRACTIONS IN YOUR CHECKBOOK.
5. BE SURE THAT ALL BANK CHARGES HAVE BEEN DEDUCTED FROM YOUR CHECKBOOK.
6. BE SURE THAT ANY INTEREST EARNED HAS BEEN ADDED TO YOUR CHECKBOOK.

⑤

REPORT ANY DIFFERENCE TO THE AUDITING DEPARTMENT.

③

CHECKBOOK BALANCE	\$
PLUS INTEREST	
LESS BANK CHARGES	\$
LESS STATE TAX	
CHECKBOOK BALANCE	\$

ERROR RESOLUTION FOR CONSUMERS

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS TELEPHONE US AT 515-223-4753

or write us at Earlham Savings Bank, 7300 Lake Drive, West Des Moines, Iowa 50266, as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

(1) Tell us your name and account number (if any).

(2) Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.

(3) Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will credit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation.

DEPOSITED WITH	DESCRIPTION	DOLLARS	CENTS
EBANK EARLYVIEW SAVINGS BANK	<input checked="" type="checkbox"/> CASH	20.00	
	60M	37.50	
	✓	20.00	
For <i>City of VM</i>			
Date <i>4/1/25</i>			
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL			
SIGN HERE FOR LESS CASH RECEIVED		TOTAL FROM OTHER SIDE	
ACCOUNT NUMBER		LESS CASH RECEIVED	
		TOTAL DEPOSIT	\$ 62.50
#212		APR 01 2025	
⑆5100⑆000⑆⑆		4 2	

04/01/2025 \$62.50

DEPOSITED WITH	DESCRIPTION	DOLLARS	CENTS
EBANK EARLYVIEW SAVINGS BANK	<input checked="" type="checkbox"/> CASH	201.00	
	Chubs	9360.84	
For <i>City of Van Meter</i>			
Date <i>3/31/25</i>			
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL			
SIGN HERE FOR LESS CASH RECEIVED		TOTAL FROM OTHER SIDE	
ACCOUNT NUMBER		LESS CASH RECEIVED	
		TOTAL DEPOSIT	\$ 9561.84
#210		APR 01 2025	
⑆5100⑆000⑆⑆		4 2	

04/01/2025 \$9,561.84

DEPOSITED WITH	DESCRIPTION	DOLLARS	CENTS
EBANK EARLYVIEW SAVINGS BANK	<input checked="" type="checkbox"/> CASH	140.00	
		478.95	
For <i>City of Van Meter</i>			
Date <i>4/2/25</i>			
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL			
SIGN HERE FOR LESS CASH RECEIVED		TOTAL FROM OTHER SIDE	
ACCOUNT NUMBER		LESS CASH RECEIVED	
		TOTAL DEPOSIT	\$ 618.95
#211		APR 02 2025	
⑆5100⑆000⑆⑆		21118930⑆	4 2

04/02/2025 \$618.95

DEPOSITED WITH	DESCRIPTION	DOLLARS	CENTS
EBANK EARLYVIEW SAVINGS BANK	<input checked="" type="checkbox"/> CASH		
		4366.87	
For <i>City of VM</i>			
Date <i>4/3/25</i>			
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL			
SIGN HERE FOR LESS CASH RECEIVED		TOTAL FROM OTHER SIDE	
ACCOUNT NUMBER		LESS CASH RECEIVED	
		TOTAL DEPOSIT	\$ 4366.87
#212		APR 03 2025	
⑆5100⑆000⑆⑆		21118930⑆	4 2

04/03/2025 \$4,366.87

DEPOSITED WITH	DESCRIPTION	DOLLARS	CENTS
EBANK EARLYVIEW SAVINGS BANK	<input checked="" type="checkbox"/> CASH		
		668.33	
For <i>City of VM</i>			
Date <i>4-4-25</i>			
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL			
SIGN HERE FOR LESS CASH RECEIVED		TOTAL FROM OTHER SIDE	
ACCOUNT NUMBER		LESS CASH RECEIVED	
		TOTAL DEPOSIT	\$ 668.33
#212		APR 04 2025	
⑆5100⑆000⑆⑆		21118930⑆	4 2

04/04/2025 \$668.33

DEPOSITED WITH	DESCRIPTION	DOLLARS	CENTS
EBANK EARLYVIEW SAVINGS BANK	<input checked="" type="checkbox"/> CASH		
		1236.64	
For <i>City of VM</i>			
Date <i>4/7/25</i>			
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL			
SIGN HERE FOR LESS CASH RECEIVED		TOTAL FROM OTHER SIDE	
ACCOUNT NUMBER		LESS CASH RECEIVED	
		TOTAL DEPOSIT	\$ 1236.64
#212		APR 07 2025	
⑆5100⑆000⑆⑆		21118930⑆	4 2

04/07/2025 \$1,236.64

DEPOSITED WITH	DESCRIPTION	DOLLARS	CENTS
EBANK EARLYVIEW SAVINGS BANK	<input checked="" type="checkbox"/> CASH	587.02	
		5.00	
For <i>City of VM</i>			
Date <i>4/8/25</i>			
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL			
SIGN HERE FOR LESS CASH RECEIVED		TOTAL FROM OTHER SIDE	
ACCOUNT NUMBER		LESS CASH RECEIVED	
		TOTAL DEPOSIT	\$ 592.02
#211		APR 08 2025	
⑆5100⑆000⑆⑆		21118930⑆	4 2

04/08/2025 \$592.02

DEPOSITED WITH	DESCRIPTION	DOLLARS	CENTS
EBANK EARLYVIEW SAVINGS BANK	<input checked="" type="checkbox"/> CASH		
		1176.47	
For <i>City of VM</i>			
Date <i>4/9/25</i>			
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL			
SIGN HERE FOR LESS CASH RECEIVED		TOTAL FROM OTHER SIDE	
ACCOUNT NUMBER		LESS CASH RECEIVED	
		TOTAL DEPOSIT	\$ 1176.47
#212		APR 09 2025	
⑆5100⑆000⑆⑆		21118930⑆	4 2

04/09/2025 \$1,176.47

DEPOSITED WITH	DESCRIPTION	DOLLARS	CENTS
EBANK EARLHAM SAVINGS BANK	<input checked="" type="checkbox"/> CASH	858.19	
For City of VM	#211 APR 10 2025		
Date 4/10/25			
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL			
SIGN HERE FOR LESS CASH RECEIVED		TOTAL FROM OTHER SIDE LESS CASH RECEIVED	
ACCOUNT NUMBER		TOTAL DEPOSIT	\$ 858.19
:5100=0001: 21118930# 42			

04/10/2025 \$858.19

DEPOSITED WITH	DESCRIPTION	DOLLARS	CENTS
EBANK EARLHAM SAVINGS BANK	<input checked="" type="checkbox"/> CASH	607.85	
For City of VM	#211 APR 11 2025		
Date 4/11/25			
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL			
SIGN HERE FOR LESS CASH RECEIVED		TOTAL FROM OTHER SIDE LESS CASH RECEIVED	
ACCOUNT NUMBER		TOTAL DEPOSIT	\$ 607.85
:5100=0001: 21118930# 42			

04/11/2025 \$607.85

DEPOSITED WITH	DESCRIPTION	DOLLARS	CENTS
EBANK EARLHAM SAVINGS BANK	<input checked="" type="checkbox"/> CASH	575.00	
For City of VM	#212 APR 14 2026		
Date 4/14/25			
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL			
SIGN HERE FOR LESS CASH RECEIVED		TOTAL FROM OTHER SIDE LESS CASH RECEIVED	
ACCOUNT NUMBER		TOTAL DEPOSIT	\$ 575.00
:5200=0001: 21118930# 42			

04/14/2025 \$575.00

DEPOSITED WITH	DESCRIPTION	DOLLARS	CENTS
EBANK EARLHAM SAVINGS BANK	<input checked="" type="checkbox"/> CASH	23997.65	
For City of VM	#212 APR 14 2026		
Date 4/14/25			
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL			
SIGN HERE FOR LESS CASH RECEIVED		TOTAL FROM OTHER SIDE LESS CASH RECEIVED	
ACCOUNT NUMBER		TOTAL DEPOSIT	\$ 23997.65
:5100=0001: 21118930# 42			

04/14/2025 \$23,997.65

DEPOSITED WITH	DESCRIPTION	DOLLARS	CENTS
EBANK EARLHAM SAVINGS BANK	<input checked="" type="checkbox"/> CASH	1175.19	
For City of VM	#210 APR 15 2025		
Date 4/15/25			
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL			
SIGN HERE FOR LESS CASH RECEIVED		TOTAL FROM OTHER SIDE LESS CASH RECEIVED	
ACCOUNT NUMBER		TOTAL DEPOSIT	\$ 1175.19
:5100=0001: 21118930# 42			

04/15/2025 \$1,175.19

DEPOSITED WITH	DESCRIPTION	DOLLARS	CENTS
EBANK EARLHAM SAVINGS BANK	<input checked="" type="checkbox"/> CASH	1805.67	
For City of VM	#212 APR 16 2026		
Date 4/16/25			
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL			
SIGN HERE FOR LESS CASH RECEIVED		TOTAL FROM OTHER SIDE LESS CASH RECEIVED	
ACCOUNT NUMBER		TOTAL DEPOSIT	\$ 1805.67
:5100=0001: 21118930# 42			

04/16/2025 \$1,805.67

DEPOSITED WITH	DESCRIPTION	DOLLARS	CENTS
EBANK EARLHAM SAVINGS BANK	<input checked="" type="checkbox"/> CASH	141.34	
For City of VM	#211 APR 17 2025		
Date 4/17/25			
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL			
SIGN HERE FOR LESS CASH RECEIVED		TOTAL FROM OTHER SIDE LESS CASH RECEIVED	
ACCOUNT NUMBER		TOTAL DEPOSIT	\$ 141.34
:5100=0001: 21118930# 42			

04/17/2025 \$141.34

DEPOSITED WITH	DESCRIPTION	DOLLARS	CENTS
EBANK EARLHAM SAVINGS BANK	<input checked="" type="checkbox"/> CASH	345.00	
For Umpire Money	#212 APR 21 2026		
Date 4/21/25			
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL			
SIGN HERE FOR LESS CASH RECEIVED		TOTAL FROM OTHER SIDE LESS CASH RECEIVED	
ACCOUNT NUMBER		TOTAL DEPOSIT	\$ -345.00
:5100=0001: 21118930# 42			

04/21/2025 \$345.00

DEPOSITED WITH	DESCRIPTION	DOLLARS	CENTS
EBANK EARLHAM SAVINGS BANK	<input checked="" type="checkbox"/> CASH	664.80	
For <u>City of VM</u>	<u>Checks</u>		
Date <u>4/18/25</u>			
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL			
SIGN HERE FOR LESS CASH RECEIVED		TOTAL FROM OTHER SIDE	
ACCOUNT NUMBER	LESS CASH RECEIVED	TOTAL DEPOSIT	
		\$ 664.80	
#212 APR 21 2025			
:5100=0001: 21118930# 42			

04/21/2025 \$664.80

DEPOSITED WITH	DESCRIPTION	DOLLARS	CENTS
EBANK EARLHAM SAVINGS BANK	<input checked="" type="checkbox"/> CASH	19921.47	
For <u>City of Van Meter</u>			
Date <u>4/21/25</u>			
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL			
SIGN HERE FOR LESS CASH RECEIVED		TOTAL FROM OTHER SIDE	
ACCOUNT NUMBER	LESS CASH RECEIVED	TOTAL DEPOSIT	
		\$ 19921.47	
#212 APR 21 2025			
:5100=0001: 21118930# 42			

04/21/2025 \$19,921.47

DEPOSITED WITH	DESCRIPTION	DOLLARS	CENTS
EBANK EARLHAM SAVINGS BANK	<input checked="" type="checkbox"/> CASH	225.00	
For <u>City of VM</u>			
Date <u>4/22/25</u>			
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL			
SIGN HERE FOR LESS CASH RECEIVED		TOTAL FROM OTHER SIDE	
ACCOUNT NUMBER	LESS CASH RECEIVED	TOTAL DEPOSIT	
		\$ 225.00	
#210 APR 22 2025			
:5100=0001: 21118930# 42			

04/22/2025 \$225.00

DEPOSITED WITH	DESCRIPTION	DOLLARS	CENTS
EBANK EARLHAM SAVINGS BANK	<input checked="" type="checkbox"/> CASH	49.50	
For <u>City of VM</u>		2333.04	
Date <u>4/23/25</u>			
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL			
SIGN HERE FOR LESS CASH RECEIVED		TOTAL FROM OTHER SIDE	
ACCOUNT NUMBER	LESS CASH RECEIVED	TOTAL DEPOSIT	
		\$ 2382.54	
#210 APR 23 2025			
:5100=0001: 21118930# 42			

04/23/2025 \$2,382.54

DEPOSITED WITH	DESCRIPTION	DOLLARS	CENTS
EBANK EARLHAM SAVINGS BANK	<input checked="" type="checkbox"/> CASH	1147.22	
For <u>City of VM</u>			
Date <u>4/24/25</u>			
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL			
SIGN HERE FOR LESS CASH RECEIVED		TOTAL FROM OTHER SIDE	
ACCOUNT NUMBER	LESS CASH RECEIVED	TOTAL DEPOSIT	
		\$ 1147.22	
#211 APR 24 2025			
:5100=0001: 21118930# 42			

04/24/2025 \$1,147.22

DEPOSITED WITH	DESCRIPTION	DOLLARS	CENTS
EBANK EARLHAM SAVINGS BANK	<input checked="" type="checkbox"/> CASH	113.88	
For <u>City of VM</u>			
Date <u>4/25/25</u>			
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL			
SIGN HERE FOR LESS CASH RECEIVED		TOTAL FROM OTHER SIDE	
ACCOUNT NUMBER	LESS CASH RECEIVED	TOTAL DEPOSIT	
		\$ 113.88	
#210 APR 25 2025			
:5100=0001: 21118930# 42			

04/25/2025 \$113.88

DEBIT - DDA WITHDRAWAL	DESCRIPTION	DOLLARS	CENTS
EBANK EARLHAM SAVINGS BANK			
For <u>City of VM</u>			
Date <u>4/28/25</u>			
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL			
SIGN HERE FOR LESS CASH RECEIVED		TOTAL FROM OTHER SIDE	
ACCOUNT NUMBER	LESS CASH RECEIVED	TOTAL DEPOSIT	
		\$ 225.00	
#210 APR 28 2025			
:5200=0001: 21118930# 42			

04/28/2025 \$225.00

DEPOSITED WITH	DESCRIPTION	DOLLARS	CENTS
EBANK EARLHAM SAVINGS BANK	<input checked="" type="checkbox"/> CASH	10.00	
For <u>City of VM</u>		258.09	
Date <u>4/28/25</u>			
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL			
SIGN HERE FOR LESS CASH RECEIVED		TOTAL FROM OTHER SIDE	
ACCOUNT NUMBER	LESS CASH RECEIVED	TOTAL DEPOSIT	
		\$ 268.09	
#210 APR 28 2025			
:5100=0001: 21118930# 42			

04/28/2025 \$268.09

DEPOSITED WITH	DESCRIPTION	DOLLARS	CENTS
EBANK EATON SAVINGS BANK	<input checked="" type="checkbox"/> CASH	5875.55	
For <i>City of vm</i>			
Date <i>4/29/25</i>			
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL			
SIGN HERE FOR LESS CASH RECEIVED		TOTAL FROM OTHER SIDE IF LESS CASH RECEIVED	
ACCOUNT NUMBER		TOTAL DEPOSIT \$ 5875.55	
#212 APR 29 2025			
⑆5100⑈0001⑆ 21118930⑈ 42			

04/29/2025 \$5,875.55

DEPOSITED WITH	DESCRIPTION	DOLLARS	CENTS
EBANK EATON SAVINGS BANK	<input checked="" type="checkbox"/> CASH	194.00	1800.00
For <i>City of vm</i>			
Date <i>4/30/25</i>			
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL			
SIGN HERE FOR LESS CASH RECEIVED		TOTAL FROM OTHER SIDE IF LESS CASH RECEIVED	
ACCOUNT NUMBER		TOTAL DEPOSIT \$ 1994.00	
#210 APR 30 2025			
⑆5100⑈0001⑆ 21118930⑈ 42			

04/30/2025 \$1,994.00

Van Meter	P.O. Box 180	EBANK	NO. 033291
tradition with a vision	Van Meter, Iowa 50281	VAN METER, IOWA	
#210 APR 28 2025			
CHECK	DATE	AMOUNT	
33291	3/10/25	****400.00	
FOUR HUNDRED AND 00/100 DOLLARS			
PAY TO THE ORDER OF		BY ORDER OF CITY COUNCIL	
GARRISON THUMMEL 3542 RICHLAND RD VAN METER, IA 50261		<i>Joe Herman</i>	
#033291⑈ ⑆073921158⑈ 21118930⑈			

04/28/2025 33291 \$400.00

Van Meter	P.O. Box 180	EBANK	NO. 033330
tradition with a vision	Van Meter, Iowa 50281	VAN METER, IOWA	
4/07/25			
CHECK	DATE	AMOUNT	
33330	4/07/25	***4,225.00	
FOUR THOUSAND TWO HUNDRED TWENTY FIVE AND 00/100 DOLLARS			
PAY TO THE ORDER OF		BY ORDER OF CITY COUNCIL	
WELLS FARGO CC ELITE CARD PAYMENT CENTER PO BOX 77066 MINNEAPOLIS, MN 55480-7766		<i>Joe Herman</i>	
#033330⑈ ⑆073921158⑈ 21118930⑈			

04/10/2025 33330 \$4,225.00

Van Meter	P.O. Box 180	EBANK	NO. 033331
tradition with a vision	Van Meter, Iowa 50281	VAN METER, IOWA	
4/15/25			
CHECK	DATE	AMOUNT	
33331	4/15/25	****275.10	
TWO HUNDRED SEVENTY FIVE AND 10/100 DOLLARS			
PAY TO THE ORDER OF		BY ORDER OF CITY COUNCIL	
A-D DISTRIBUTING CO INC 612 EAST GRAND AVE DES MOINES, IA 50309		<i>Joe Herman</i>	
#033331⑈ ⑆073921158⑈ 21118930⑈			

04/28/2025 33331 \$275.10

Van Meter	P.O. Box 180	EBANK	NO. 033332
tradition with a vision	Van Meter, Iowa 50281	VAN METER, IOWA	
4/15/25			
CHECK	DATE	AMOUNT	
33332	4/15/25	****709.36	
SEVEN HUNDRED NINE AND 36/100 DOLLARS			
PAY TO THE ORDER OF		BY ORDER OF CITY COUNCIL	
ACCUSET LLC 913 EVELYN ST PERRY IA 50220		<i>Joe Herman</i>	
#033332⑈ ⑆073921158⑈ 21118930⑈			

04/23/2025 33332 \$709.36

Van Meter	P.O. Box 180	EBANK	NO. 033333
tradition with a vision	Van Meter, Iowa 50281	VAN METER, IOWA	
4/15/25			
CHECK	DATE	AMOUNT	
33333	4/15/25	****172.62	
ONE HUNDRED SEVENTY TWO AND 62/100 DOLLARS			
PAY TO THE ORDER OF		BY ORDER OF CITY COUNCIL	
ADT SECURITY SERVICES PO BOX 371878 PITTSBURGH PA 15250-7878		<i>Joe Herman</i>	
#033333⑈ ⑆073921158⑈ 21118930⑈			

04/24/2025 33333 \$172.62

Van Meter	P.O. Box 180	EBANK	NO. 033334
tradition with a vision	Van Meter, Iowa 50281	VAN METER, IOWA	
4/15/25			
CHECK	DATE	AMOUNT	
33334	4/15/25	***2,323.60	
TWO THOUSAND THREE HUNDRED TWENTY THREE AND 60/100 DOLLARS			
PAY TO THE ORDER OF		BY ORDER OF CITY COUNCIL	
AMAZON CAPITAL SERVICES PO BOX 035184 SEATTLE, WA 98124-5184		<i>Joe Herman</i>	
#033334⑈ ⑆073921158⑈ 21118930⑈			

04/22/2025 33334 \$2,323.60

Van Meter
tradition with a vision

P.O. Box 160
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 033335

CHECK 33335 DATE 4/15/25 AMOUNT *****230.28

TWO HUNDRED THIRTY AND 20/100 DOLLARS

PAY TO THE ORDER OF
AMERICAN UNDERGROUND SUPPLY
3008 EAST MORNINGSIDES RD
FREEMONT, NE 68025

BY ORDER OF CITY COUNCIL
Jim Balle
Joe Herman

#033335# #073921158# 21118930#

04/21/2025 33335 \$230.28

Van Meter
tradition with a vision

P.O. Box 160
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 033336

CHECK 33336 DATE 4/15/25 AMOUNT *****260.00

TWO HUNDRED SIXTY AND 00/100 DOLLARS

PAY TO THE ORDER OF
APMA IOWA CHAPTER
2711 S. LOOP DR.
SUITE 4700
AMES, IA 50010

BY ORDER OF CITY COUNCIL
Jim Balle
Joe Herman

#033336# #073921158# 21118930#

04/23/2025 33336 \$260.00

Van Meter
tradition with a vision

P.O. Box 160
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 033337

CHECK 33337 DATE 4/15/25 AMOUNT *****277.60

TWO HUNDRED SEVENTY SEVEN AND 60/100 DOLLARS

PAY TO THE ORDER OF
AT&T MOBILITY
PO BOX 6463
CAROL STREAM IL 60197-6463

BY ORDER OF CITY COUNCIL
Jim Balle
Joe Herman

#033337# #073921158# 21118930#

04/21/2025 33337 \$277.60

Van Meter
tradition with a vision

P.O. Box 160
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 033338

CHECK 33338 DATE 4/15/25 AMOUNT *****30.00

THIRTY AND 00/100 DOLLARS

PAY TO THE ORDER OF
BASE
601 VISION PARKWAY
ADEL, IA 50003

BY ORDER OF CITY COUNCIL
Jim Balle
Joe Herman

#033338# #073921158# 21118930#

04/22/2025 33338 \$30.00

Van Meter
tradition with a vision

P.O. Box 160
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 033339

CHECK 33339 DATE 4/15/25 AMOUNT *****8,253.00

EIGHT THOUSAND TWO HUNDRED FIFTY THREE AND 00/100 DOLLARS

PAY TO THE ORDER OF
BOLTON & MENK INC
1960 PREMIER DR
MANKATO MN 56001-5900

BY ORDER OF CITY COUNCIL
Jim Balle
Joe Herman

#033339# #073921158# 21118930#

04/24/2025 33339 \$8,253.00

Van Meter
tradition with a vision

P.O. Box 160
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 033341

CHECK 33341 DATE 4/15/25 AMOUNT *****810.00

EIGHT HUNDRED TEN AND 00/100 DOLLARS

PAY TO THE ORDER OF
CALHOUN-BURNS & ASSOC
1500 30TH STREET
WEST DES MOINES IA 50266

BY ORDER OF CITY COUNCIL
Jim Balle
Joe Herman

#033341# #073921158# 21118930#

04/22/2025 33341 \$810.00

Van Meter
tradition with a vision

P.O. Box 160
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 033342

CHECK 33342 DATE 4/15/25 AMOUNT *****100.00

ONE HUNDRED AND 00/100 DOLLARS

PAY TO THE ORDER OF
COLLIER WILMES
4200 Grand Ave Apt A23
Des Moines, IA 50312

BY ORDER OF CITY COUNCIL
Jim Balle
Joe Herman

#033342# #073921158# 21118930#

04/22/2025 33342 \$100.00

Van Meter
tradition with a vision

P.O. Box 160
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 033343

CHECK 33343 DATE 4/15/25 AMOUNT *****81.71

THIRTY ONE AND 71/100 DOLLARS

PAY TO THE ORDER OF
CULLIGAN
516 GREENE ST
ADEL IA 50003-0100

BY ORDER OF CITY COUNCIL
Jim Balle
Joe Herman

#033343# #073921158# 21118930#

04/25/2025 33343 \$81.71

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 033344

CHECK	DATE	AMOUNT
33344	4/15/25	***300.00

THREE HUNDRED AND 00/100 DOLLARS

PAY TO THE ORDER OF
DARRIN CROW
401 37TH ST. NE
CEDAR RAPIDS, IA 52402

BY ORDER OF CITY COUNCIL
Joe Herman

#033344# #073921158# 21118930#

04/28/2025 33344 \$300.00

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 033346

CHECK	DATE	AMOUNT
33346	4/15/25	***4,299.00

FOUR THOUSAND TWO HUNDRED NINETY NINE AND 00/100 DOLLARS

PAY TO THE ORDER OF
ELITE SPORTS
PO BOX 686
WILLIAMSBURG IA 52351

BY ORDER OF CITY COUNCIL
Joe Herman

#033346# #073921158# 21118930#

04/21/2025 33346 \$4,299.00

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 033347

CHECK	DATE	AMOUNT
33347	4/15/25	***1,480.00

ONE THOUSAND FOUR HUNDRED EIGHTY AND 00/100 DOLLARS

PAY TO THE ORDER OF
FRONTLINE WARNING SYSTEMS
8004 AETNA AVE NE
MONTICELLO MN 55362

BY ORDER OF CITY COUNCIL
Joe Herman

#033347# #073921158# 21118930#

04/22/2025 33347 \$1,480.00

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 033348

CHECK	DATE	AMOUNT
33348	4/15/25	***154.00

ONE HUNDRED FIFTY FOUR AND 00/100 DOLLARS

PAY TO THE ORDER OF
GATEHOUSE MEDIA IA HOLDINGS
PO BOX 631851
CINCINNATI, OHIO 45263-1851

BY ORDER OF CITY COUNCIL
Joe Herman

#033348# #073921158# 21118930#

04/21/2025 33348 \$154.00

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 033350

CHECK	DATE	AMOUNT
33350	4/15/25	***9,099.55

NINE THOUSAND NINETY NINE AND 55/100 DOLLARS

PAY TO THE ORDER OF
HEARTLAND BUSINESSES SYSTEM
PO BOX 856846
MINNEAPOLIS MN 55405-6846

BY ORDER OF CITY COUNCIL
Joe Herman

#033350# #073921158# 21118930#

04/22/2025 33350 \$9,099.55

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 033351

CHECK	DATE	AMOUNT
33351	4/15/25	***3,940.00

THREE THOUSAND NINE HUNDRED FORTY AND 00/100 DOLLARS

PAY TO THE ORDER OF
I80 CONCRETE
1444 NW 124TH CT
CLIVE, IA 50325

BY ORDER OF CITY COUNCIL
Joe Herman

#033351# #073921158# 21118930#

04/24/2025 33351 \$3,940.00

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 033353

CHECK	DATE	AMOUNT
33353	4/15/25	***1,187.73

ONE THOUSAND ONE HUNDRED EIGHTY SEVEN AND 73/100 DOLLARS

PAY TO THE ORDER OF
INDUSTRIAL CHEM LABS & Servicing Inc.
55-G BRROK AVENUE
DRER PARK NY 11729-7200

BY ORDER OF CITY COUNCIL
Joe Herman

#033353# #073921158# 21118930#

04/22/2025 33353 \$1,187.73

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 033354

CHECK	DATE	AMOUNT
33354	4/15/25	***3,751.80

THREE THOUSAND SEVEN HUNDRED FIFTY ONE AND 80/100 DOLLARS

PAY TO THE ORDER OF
IOWA PRISON INDUSTRIES
406 M HIGH STREET
ANANOSA IA 52205

BY ORDER OF CITY COUNCIL
Joe Herman

#033354# #073921158# 21118930#

04/22/2025 33354 \$3,751.80

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50281

EBANK
VAN METER, IOWA

NO. 033355

CHECK	DATE	AMOUNT
33355	4/15/25	***7,973.30

SEVEN THOUSAND NINE HUNDRED SEVENTY THREE AND 30/100 DOLLARS

PAY TO THE ORDER OF
IOWA SOCCER ASSOCIATION
2800 UNIVERSITY AVE
SUITE 420-163
WEST DES MOINES, IA 50266

BY ORDER OF CITY COUNCIL
Joe Herman

⑆033355⑆ ⑆073921158⑆ 21118930⑆

04/28/2025 33355 \$7,973.30

Van Meter
tradition with a vision

P.O. Box 160
Van Meter, Iowa 50281

EBANK
VAN METER, IOWA

NO. 033356

CHECK	DATE	AMOUNT
33356	4/15/25	***200.90

TWO HUNDRED AND 90/100 DOLLARS

PAY TO THE ORDER OF
JESSICA DRAKE
629 PLEASANT ST
VAN METER, IA 50261

BY ORDER OF CITY COUNCIL
Joe Herman

⑆033356⑆ ⑆073921158⑆ 21118930⑆

04/16/2025 33356 \$200.90

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50281

EBANK
VAN METER, IOWA

NO. 033357

CHECK	DATE	AMOUNT
33357	4/15/25	***170.81

ONE HUNDRED SEVENTY AND 81/100 DOLLARS

PAY TO THE ORDER OF
JMT TRUCKING
PO BOX 3344
DES MOINES, IA 50316

BY ORDER OF CITY COUNCIL
Joe Herman

⑆033357⑆ ⑆073921158⑆ 21118930⑆

04/21/2025 33357 \$170.81

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50281

EBANK
VAN METER, IOWA

NO. 033358

CHECK	DATE	AMOUNT
33358	4/15/25	***547.56

FIVE HUNDRED FORTY SEVEN AND 56/100 DOLLARS

PAY TO THE ORDER OF
KING'S MATERIAL INC
ACCOUNTS RECEIVABLE
PO BOX 368
CEDAR RAPIDS IA 52406-0368

BY ORDER OF CITY COUNCIL
Joe Herman

⑆033358⑆ ⑆073921158⑆ 21118930⑆

04/21/2025 33358 \$547.56

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50281

EBANK
VAN METER, IOWA

NO. 033359

CHECK	DATE	AMOUNT
33359	4/15/25	***35.20

THIRTY FIVE AND 20/100 DOLLARS

PAY TO THE ORDER OF
KONICA MINOLTA
DRPT CM 19188
PALATINE IL 60055-9188

BY ORDER OF CITY COUNCIL
Joe Herman

⑆033359⑆ ⑆073921158⑆ 21118930⑆

04/22/2025 33359 \$35.20

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50281

EBANK
VAN METER, IOWA

NO. 033360

CHECK	DATE	AMOUNT
33360	4/15/25	***819.78

EIGHT HUNDRED NINETEEN AND 78/100 DOLLARS

PAY TO THE ORDER OF
LIZ FAUST
1545 565TH TRL
MELROSE IA 52569

BY ORDER OF CITY COUNCIL
Joe Herman

⑆033360⑆ ⑆073921158⑆ 21118930⑆

04/16/2025 33360 \$819.78

Van Meter
tradition with a vision

P.O. Box 160
Van Meter, Iowa 50281

EBANK
VAN METER, IOWA

NO. 033361

CHECK	DATE	AMOUNT
33361	4/15/25	***739.69

SEVEN HUNDRED THIRTY NINE AND 69/100 DOLLARS

PAY TO THE ORDER OF
LOWE'S
PO BOX 669821
DALLAS TX 75266-0775

BY ORDER OF CITY COUNCIL
Joe Herman

⑆033361⑆ ⑆073921158⑆ 21118930⑆

04/22/2025 33361 \$739.69

Van Meter
tradition with a vision

P.O. Box 160
Van Meter, Iowa 50281

EBANK
VAN METER, IOWA

NO. 033362

CHECK	DATE	AMOUNT
33362	4/15/25	***43.48

FOURTY THREE AND 48/100 DOLLARS

PAY TO THE ORDER OF
MATHESON TRI GAS INC
DEPT 3028 PO BOX 123028
DALLAS TX 75312

BY ORDER OF CITY COUNCIL
Joe Herman

⑆033362⑆ ⑆073921158⑆ 21118930⑆

04/21/2025 33362 \$43.48

Van Meter
tradition with a vision
P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 033363

CHECK	DATE	AMOUNT
33363	4/15/25	****256.95

TWO HUNDRED FIFTY SIX AND 95/100 DOLLARS

PAY TO THE ORDER OF
MEDIACOM
PO BOX 5744
CAROL STREAM IL 60197-5744

BY ORDER OF CITY COUNCIL
James J. Herman

#033363# #073921158# 21118930#

04/23/2025 33363 \$256.95

Van Meter
tradition with a vision
P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 033364

CHECK	DATE	AMOUNT
33364	4/15/25	***3,078.82

THREE THOUSAND SEVENTY EIGHT AND 82/100 DOLLARS

PAY TO THE ORDER OF
MIDAMERICAN ENERGY
PO BOX 8020
DAVENPORT IA 52808-8020

BY ORDER OF CITY COUNCIL
James J. Herman

#033364# #073921158# 21118930#

04/21/2025 33364 \$3,078.82

Van Meter
tradition with a vision
P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 033365

CHECK	DATE	AMOUNT
33365	4/15/25	**1,968.00

ONE THOUSAND NINE HUNDRED SIXTY EIGHT AND 00/100 DOLLARS

PAY TO THE ORDER OF
MIDAMERICAN ENERGY RECPLX
6500 GRAND AVENUE
WEST DES MOINES, IA 50266

BY ORDER OF CITY COUNCIL
James J. Herman

#033365# #073921158# 21118930#

04/30/2025 33365 \$1,968.00

Van Meter
tradition with a vision
P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 033366

CHECK	DATE	AMOUNT
33366	4/15/25	*****79.00

SEVENTY NINE AND 00/100 DOLLARS

PAY TO THE ORDER OF
OKIN
PO BOX 740589
CINCINNATI, OH 45274-7707

BY ORDER OF CITY COUNCIL
James J. Herman

#033366# #073921158# 21118930#

04/23/2025 33366 \$79.00

Van Meter
tradition with a vision
P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 033367

CHECK	DATE	AMOUNT
33367	4/15/25	****175.00

ONE HUNDRED SEVENTY FIVE AND 00/100 DOLLARS

PAY TO THE ORDER OF
RUSSELL ABSTRACT & TITLE
821 MAIN ST
ADEL IA 50003

BY ORDER OF CITY COUNCIL
James J. Herman

#033367# #073921158# 21118930#

04/28/2025 33367 \$175.00

Van Meter
tradition with a vision
P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 033368

CHECK	DATE	AMOUNT
33368	4/15/25	****458.26

FOUR HUNDRED FIFTY EIGHT AND 26/100 DOLLARS

PAY TO THE ORDER OF
SCHILDBERG CONSTRUCTION
PO BOX 358
GREENFIELD, IA 50849

BY ORDER OF CITY COUNCIL
James J. Herman

#033368# #073921158# 21118930#

04/21/2025 33368 \$458.26

Van Meter
tradition with a vision
P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 033370

CHECK	DATE	AMOUNT
33370	4/15/25	**2,816.55

TWO THOUSAND EIGHT HUNDRED SIXTEEN AND 55/100 DOLLARS

PAY TO THE ORDER OF
SIGNATURE SIGN & GRAPHICS
3000 SE GRIMES BLVD #700
GRIMES IA 50111

BY ORDER OF CITY COUNCIL
James J. Herman

#033370# #073921158# 21118930#

04/21/2025 33370 \$2,816.55

Van Meter
tradition with a vision
P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 033371

CHECK	DATE	AMOUNT
33371	4/15/25	****400.00

FOUR HUNDRED AND 00/100 DOLLARS

PAY TO THE ORDER OF
THORPE WATER DEV CO
PO BOX 555
ANKENY IA 50021

BY ORDER OF CITY COUNCIL
James J. Herman

#033371# #073921158# 21118930#

04/21/2025 33371 \$400.00

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 033372

CHECK	DATE	AMOUNT
33372	4/15/25	**7,000.00

SEVEN THOUSAND AND 00/100 DOLLARS

PAY TO THE ORDER OF
UNDERGROUND SOLUTIONS
309 GRANT STREET
VAN METER, IA 50261

APR 24 2025

BY ORDER OF CITY COUNCIL
Joe Herman

#033372# #073921158# 21118930#

04/24/2025 33372 \$7,000.00

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 033374

CHECK	DATE	AMOUNT
33374	4/15/25	**1,615.88

ONE THOUSAND SIX HUNDRED FIFTEEN AND 88/100 DOLLARS

PAY TO THE ORDER OF
UTILITY EQUIPMENT CO
3739 STATE STREET
PO BOX 1290
BETTENDORF IA 52722

BY ORDER OF CITY COUNCIL
Joe Herman

#033374# #073921158# 21118930#

04/21/2025 33374 \$1,615.88

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 033375

CHECK	DATE	AMOUNT
33375	4/15/25	176,305.54

ONE HUNDRED SEVENTY SIX THOUSAND THREE HUNDRED FIVE AND 54/100 DOLLARS

PAY TO THE ORDER OF
VEENSTRA & KIMM INC
3000 WESTOWN PARKWAY
WEST DES MOINES IA 50266-1320

BY ORDER OF CITY COUNCIL
Joe Herman

#033375# #073921158# 21118930#

04/22/2025 33375 \$176,305.54

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 033376

CHECK	DATE	AMOUNT
33376	4/15/25	**2,910.28

TWO THOUSAND NINE HUNDRED TEN AND 28/100 DOLLARS

PAY TO THE ORDER OF
VERIZON WIRELESS
PO BOX 16810
NEWARK, NJ 07101-6810

BY ORDER OF CITY COUNCIL
Joe Herman

#033376# #073921158# 21118930#

04/23/2025 33376 \$2,910.28

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 033377

CHECK	DATE	AMOUNT
33377	4/15/25	***250.00

TWO HUNDRED FIFTY AND 00/100 DOLLARS

PAY TO THE ORDER OF
VM COMMUNITY DEVELOPMENT
419 GRANT STREET PO BOX 155
VAN METER IA 50261

BY ORDER OF CITY COUNCIL
Joe Herman

#033377# #073921158# 21118930#

04/29/2025 33377 \$250.00

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 033378

CHECK	DATE	AMOUNT
33378	4/15/25	*12,987.10

TWELVE THOUSAND NINE HUNDRED EIGHTY SEVEN AND 10/100 DOLLARS

PAY TO THE ORDER OF
WASTE CONNECTIONS
DES MOINES DISTRICT
PO BOX 679859
DALLAS TX 75267-9859

BY ORDER OF CITY COUNCIL
Joe Herman

#033378# #073921158# 21118930#

04/24/2025 33378 \$12,987.10

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 033379

CHECK	DATE	AMOUNT
33379	4/15/25	**1,264.45

ONE THOUSAND TWO HUNDRED SIXTY FOUR AND 45/100 DOLLARS

PAY TO THE ORDER OF
WASTE SOLUTIONS OF IA
PO BOX 938
DES MOINES IA 50304

13690, 14180, 14368, 14369, 14370

BY ORDER OF CITY COUNCIL
Joe Herman

#033379# #073921158# 21118930#

04/21/2025 33379 \$1,264.45

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 033381

CHECK	DATE	AMOUNT
33381	4/15/25	**3,528.96

THREE THOUSAND FIVE HUNDRED TWENTY EIGHT AND 96/100 DOLLARS

PAY TO THE ORDER OF
WELLS FARGO CC
ELITE CARD PAYMENT CENTER
PO BOX 77066
MINNEAPOLIS, MN 55480-7766

BY ORDER OF CITY COUNCIL
Joe Herman

#033381# #073921158# 21118930#

04/21/2025 33381 \$3,528.96

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

BANK
VAN METER, IOWA

NO. 033382

CHECK DATE AMOUNT
33382 4/15/25 ***4,469.50

POUR THOUSAND FOUR HUNDRED SIXTY NINE AND 50/100 DOLLARS

PAY TO THE ORDER OF
WHITFIELD & EDDY PLC
ACCOUNTING DEPARTMENT
699 WALNUT STE 2000
DES MOINES IA 50309

BY ORDER OF CITY COUNCIL
Joe Herman

#033382# 1073921158# 21118930#

04/21/2025 33382 \$4,469.50

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

BANK
VAN METER, IOWA

NO. 033383

CHECK DATE AMOUNT
33383 4/15/25 *****521.23

FIVE HUNDRED TWENTY ONE AND 23/100 DOLLARS

PAY TO THE ORDER OF
ZIEGLER INC
SDS 12-0436
PO BOX 66
MINNEAPOLIS MN 55466-0436

BY ORDER OF CITY COUNCIL
Joe Herman

#033383# 1073921158# 21118930#

04/21/2025 33383 \$521.23

Van Meter
tradition with a vision

P.O. Box 160
Van Meter, Iowa 50261

BANK
VAN METER, IOWA

NO. 033384

#210 APR 15 2025

CHECK DATE AMOUNT
33384 4/15/25 *****700.00

SEVEN HUNDRED AND 00/100 DOLLARS

PAY TO THE ORDER OF
BRIAN ANDERSON
613 MAIN STREET
PO BOX 150
VAN METER, IA 50261

BY ORDER OF CITY COUNCIL
Joe Herman

#033384# 1073921158# 21118930#

04/15/2025 33384 \$700.00

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

BANK
VAN METER, IOWA

NO. 033385

CHECK DATE AMOUNT
33385 4/25/25 *****365.37

THREE HUNDRED SIXTY FIVE AND 37/100 DOLLARS

PAY TO THE ORDER OF
TIM COSTLOW
2684 BROOKVIEW LANE
VAN METER, IA 50261

BY ORDER OF CITY COUNCIL
Joe Herman

#033385# 1073921158# 21118930#

04/28/2025 33385 \$365.37

Transaction No	Date	Mod	Empl/Vend	Vendor/Employee Name	Other No	Checks	Deposits
3	IPAIT	BK#3				Beginning Statement Balance	266,613.08
59	4/30/2025	GL					898.44
				Fund Description			
				001 GENERAL			474.73
				125 TIF - GENERAL			311.31
				610 SEWER			112.40
				Fund Grand Total			898.44
						Ending Statement Balance	267,511.52

Transaction No	Date	Mod	Emp1/Vend	Vendor/Employee Name	Other No	Checks	Deposits
3 IPAIT		BK#3					
				Credit Transactions		Beginning Statement Balance	266,613.08
				1 Debit Transactions		898.44	
						Ending Statement Balance	267,511.52



City of Van Meter

PMA Financial Network
2135 CityGate Lane
7th Floor
Naperville, IL 60563
Phone: 630-657-6400
Fax: 630-718-8701

Monthly Activity Summary

4/1/2025 - 4/30/2025

Class	Account	Beginning Balance	Contributions	Interest	Other Withdrawals	Month End Balance
Diversified	39010 - 106 General	\$266,613.08	\$0.00	\$898.44	\$0.00	\$267,511.52
Diversified	39010 - 107 LOST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Diversified	39010 - 201 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$266,613.08	\$0.00	\$898.44	\$0.00	\$267,511.52

Transaction No	Date	Mod	Empl/Vend	Vendor/Employee Name	Other No	Checks	Deposits
3	IPAIT		BK#3			Beginning Statement Balance	266,613.08
59	4/30/2025	GL					898.44
				Fund Description			
				001 GENERAL			474.73
				125 TIF - GENERAL			311.31
				610 SEWER			112.40
				Fund Grand Total			898.44
						Ending Statement Balance	267,511.52

Transaction No	Date	Mod	Empl/Vend	Vendor/Employee Name	Other No	Checks	Deposits
3		IPAIT	BK#3				
				Credit Transactions			
				1 Debit Transactions			
						Beginning Statement Balance	266,613.08
							898.44
						Ending Statement Balance	267,511.52

ACCOUNT NUMBER	ACCOUNT NAME	RCPT DATE	REFERENCE	CHK/CRD#	OTHER INFO	DEBITS	CREDITS
001-000-1150	IPAIT - GENERAL	43025	IPAIT INTEREST		IPAIT	412.92	.00
001-950-4300	INTERST	43025	IPAIT INTEREST		IPAIT	.00	412.92
125-000-1150	IPAIT	43025	IPAIT INTEREST		IPAIT	311.31	.00
125-950-4300	INTEREST	43025	IPAIT INTEREST		IPAIT	.00	311.31
001-000-1150	IPAIT - GENERAL	43025	IPAIT INTEREST		IPAIT	61.81	.00
001-950-4300	INTERST	43025	IPAIT INTEREST		IPAIT	.00	61.81
610-000-1150	IPAIT	43025	IPAIT INTEREST		IPAIT	112.40	.00
610-950-4300	INTEREST	43025	IPAIT INTEREST		IPAIT	.00	112.40
TOTALS						898.44	898.44
BANK 3 TOTAL INTEREST PAYMENT						898.44	

ACCOUNT NUMBER	ACCOUNT TITLE	DEBITS	CREDITS	NET
001-000-1150	IPAIT - GENERAL	474.73	.00	474.73
001-950-4300	INTERST	.00	474.73	474.73-
125-000-1150	IPAIT	311.31	.00	311.31
125-950-4300	INTEREST	.00	311.31	311.31-
610-000-1150	IPAIT	112.40	.00	112.40
610-950-4300	INTEREST	.00	112.40	112.40-
TRANSACTION TOTALS		898.44	898.44	.00
FUND	NAME	DEBITS	CREDITS	
001	GENERAL	474.73	474.73	
125	TIF - GENERAL	311.31	311.31	
610	SEWER	112.40	112.40	
TOTALS		898.44	898.44	

USING POSTING DATE OF ORIGINAL TRANSACTIONS
REVERSING JOURNALS
FOR JOURNALS IN MODULE: General Ledger FOR JOURNAL #: 1047 IN 2025

GENERAL LEDGER SUMMARY
REVERSAL UPDATE

ACCOUNT NUMBER	ACCOUNT TITLE	DEBITS	CREDITS	NET
001-000-1150	IPAIT - GENERAL	474.73-	.00	474.73-
001-950-4300	INTERST	.00	474.73-	474.73
125-000-1150	IPAIT	311.31-	.00	311.31-
125-950-4300	INTEREST	.00	311.31-	311.31
610-000-1150	IPAIT	112.40-	.00	112.40-
610-950-4300	INTEREST	.00	112.40-	112.40
TRANSACTION TOTALS		=====898.44-	=====898.44-	=====.00
FUND	NAME	DEBITS	CREDITS	
-----	-----	-----	-----	
001	GENERAL	474.73-	474.73-	
125	TIF - GENERAL	311.31-	311.31-	
610	SEWER	112.40-	112.40-	
TOTALS		=====898.44-	=====898.44-	

ACCOUNT NUMBER	ACCOUNT NAME	RCPT DATE	REFERENCE	CHK/CRD#	OTHER INFO	DEBITS	CREDITS
001-000-1150	IPAIT - GENERAL	50625	IPAIT INTEREST		IPAIT	412.92	.00
001-950-4300	INTERST	50625	IPAIT INTEREST		IPAIT	.00	412.92
125-000-1150	IPAIT	50625	IPAIT INTEREST		IPAIT	311.31	.00
125-950-4300	INTEREST	50625	IPAIT INTEREST		IPAIT	.00	311.31
001-000-1150	IPAIT - GENERAL	50625	IPAIT INTEREST		IPAIT	61.81	.00
001-950-4300	INTERST	50625	IPAIT INTEREST		IPAIT	.00	61.81
610-000-1150	IPAIT	50625	IPAIT INTEREST		IPAIT	112.40	.00
610-950-4300	INTEREST	50625	IPAIT INTEREST		IPAIT	.00	112.40
TOTALS						898.44	898.44
BANK 3 TOTAL INTEREST PAYMENT						898.44	

ACCOUNT NUMBER	ACCOUNT TITLE	DEBITS	CREDITS	NET
001-000-1150	IPAIT - GENERAL	474.73	.00	474.73
001-950-4300	INTERST	.00	474.73	474.73-
125-000-1150	IPAIT	311.31	.00	311.31
125-950-4300	INTEREST	.00	311.31	311.31-
610-000-1150	IPAIT	112.40	.00	112.40
610-950-4300	INTEREST	.00	112.40	112.40-
TRANSACTION TOTALS		898.44	898.44	.00
FUND	NAME	DEBITS	CREDITS	
001	GENERAL	474.73	474.73	
125	TIF - GENERAL	311.31	311.31	
610	SEWER	112.40	112.40	
TOTALS		898.44	898.44	

City of Van Meter Building Permits

Apr-25

	Single Family New Construction	Single Family Improvement s	Multi-Family New Construction	Multi-Family Improvement s	Commercial New Construction	Commercial Improvements
# of Issued Permits	3	8	0	1	3 (Van Meter Community School Project)	0
Valuation	\$ 1,107,931.00	\$ 7,800.00	\$ -	\$ 12,860.00	\$ 15,430,406.00	\$ -



City of Van Meter

PMA Financial Network
2135 CityGate Lane
7th Floor
Naperville, IL 60563
Phone: 630-657-6400
Fax: 630-718-8701

Monthly Activity Summary

4/1/2025 - 4/30/2025

Class	Account	Beginning Balance	Contributions	Interest	Other Withdrawals	Month End Balance
Diversified	39010 - 106 General	\$266,613.08	\$0.00	\$898.44	\$0.00	\$267,511.52
Diversified	39010 - 107 LOST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Diversified	39010 - 201 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$266,613.08	\$0.00	\$898.44	\$0.00	\$267,511.52

Transaction No	Date	Mod	Empl/Vend	Vendor/Employee Name	Other No	Checks	Deposits
3	IPAIT		BK#3			Beginning Statement Balance	266,613.08
59	4/30/2025	GL					898.44
				Fund Description			
				001 GENERAL			474.73
				125 TIF - GENERAL			311.31
				610 SEWER			112.40
				Fund Grand Total			898.44
						Ending Statement Balance	267,511.52

Transaction No	Date	Mod	Empl/Vend	Vendor/Employee Name	Other No	Checks	Deposits
3		IPAIT	BK#3				
				Credit Transactions		Beginning Statement Balance	266,613.08
				1 Debit Transactions		898.44	
						Ending Statement Balance	267,511.52

Resolution #2025-44

A Resolution Appointing A Member to the Van Meter Fire Department

Whereas, the Code of the City of Van Meter, Iowa Chapter 35 requires that all members of the Van Meter Fire Department be appointed by the Council, and

Whereas, the Fire Chief desires to appoint members to the Van Meter Fire Department per Van Meter Municipal Code Chapter 35, now

Therefore, be it resolved by the Van Meter City Council that the following members be appointed member of the Van Meter Fire Department:

Jason Heimdal

Passed and approved this 12th day of May, 2025.

Joe Herman, Mayor

ATTEST:

Jessica Drake, City Clerk



City of Van Meter Department of Public Safety Application

Please Print or Type

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the City of Van Meter.

Position(s) applied for FIRE DEPARTMENT / EMT Date of Application 2/26/2025

Name HEIMDAL JASON JOHN
Last First Middle
Address 2900 LONG AVE VAN METER IA 50261
Street City State Zip Code

Telephone (515) 250 1535 Social Security Number [REDACTED] Date of Birth: 06/10/1983

Have you ever been employed by the City of Van Meter before? ☐ Yes ☒ No

Are you legally eligible for employment in this country? ☒ Yes ☐ No

Date available to begin work 3 / 1 / 2025

Division of Interest ☒ Fire ☒ EMS ☐ Reserve Police

Driving license number: (license is an essential job function) [REDACTED] State IA

Educational Background IF JOB-RELATED

NAME AND LOCATION	YEARS COMPLETED	YEAR OF GRADUATION	MAJOR COURSE OF STUDY
HIGH SCHOOL CHARLTON HIGH / IOWA	4	2002	
COLLEGE DMACC ADKENY, IA	2	MAJOR DEGREE	CRIMINAL JUSTICE
OTHER			

Employment History

Provide the following information for your past four (4) employers, assignments or volunteer activities, starting with the most recent.

FROM <u>DEC 2022</u>	TO <u>PRESENT</u>	EMPLOYER <u>MADISON COUNTY</u>	TELEPHONE <u>(515) 762-1134</u>
JOB TITLE <u>BRIDGE LABOR</u>		ADDRESS <u>1103 E COURT WINTERSET IA</u>	
IMMEDIATE SUPERVISOR AND TITLE <u>JOSH JOHNSON ROAD SUPERINTENDENT</u>		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES <u>REPAIR BRIDGES/ TRUCK DRIVER</u>	
REASON FOR LEAVING <u>N/A</u>		HOURLY RATE / SALARY START \$ <u>25</u> PER HR FINAL \$ <u>24</u> PER HR	
FROM <u>SEPT 2022</u>	TO <u>DEC 2022</u>	EMPLOYER <u>PDI</u>	TELEPHONE <u>(515) 945 10300</u>
JOB TITLE <u>TRUCK DRIVER</u>		ADDRESS <u>2741 SE PDI PL ADKENY IA</u>	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES <u>DELIVER GROCERIES TO HY-VEE STORES</u>	
REASON FOR LEAVING <u>TOOK JOB WITH MADISON CO.</u>		HOURLY RATE / SALARY STARTS \$ <u>31</u> PER HR FINAL \$ <u>31</u> PER HR	

FROM MARCH 2011	TO AUG 2022	EMPLOYER CITY OF EARLHAM	TELEPHONE (508) 758-2281
JOB TITLE CHIEF OF POLICE		ADDRESS 140 S CHESTNUT EARLHAM	
IMMEDIATE SUPERVISOR AND TITLE JEFF LILLY MAYOR		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES GENERAL POLICE WORK / INVESTIGATIONS	
REASON FOR LEAVING TIRED OF SCHEDULE		HOURLY RATE / SALARY START \$ 15.50 PER HR FINAL \$ 30 PER HR	
FROM MAY 2010	TO MARCH 2011	EMPLOYER CITY OF STUART	TELEPHONE ()
JOB TITLE POLICE OFFICER		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE DAVE REHA POLICE CHIEF		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES GENERAL POLICE WORK	
REASON FOR LEAVING TOOK JOB WITH EARLHAM		HOURLY RATE / SALARY START \$ PER FINAL \$ PER	

Skills and Qualifications

Summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions:

CPR CERTIFIED, CLASS A CPL, KNOWLEDGE OF FIRST RESPONDER RESPONSIBILITIES

References

NAME	TELEPHONE	YEARS KNOWN
BRANDON CARTER	(515) 304-8038	3
MICHAEL GRAEN	(515) 490-2201	2
BILL BIRKHAM	(515) 203-5271	15

I UNDERSTAND THAT IF I AM EMPLOYED, ANY MISREPRESENTATION OR MATERIAL OMISSION MADE BY ME ON THIS APPLICATION, OR ANY OTHER INFORMATION SUBMITTED DURING THE SELECTION PROCESS WILL BE SUFFICIENT CAUSE FOR CANCELLATION OF THIS APPLICATION OR IMMEDIATE DISCHARGE FROM THE CITY OF VAN METER'S SERVICE WHENEVER IT IS DISCOVERED.

I GIVE THE CITY OF VAN METER THE RIGHT TO CONTACT AND OBTAIN INFORMATION FROM ALL REFERENCES, EMPLOYERS, AND EDUCATIONAL INSTITUTIONS AND TO OTHERWISE VERIFY THE ACCURACY OF THE INFORMATION CONTAINED IN THIS APPLICATION. I HEREBY RELEASE FROM LIABILITY THE CITY OF VAN METER AND ITS REPRESENTATIVES FOR SEEKING, GATHERING AND USING SUCH INFORMATION AND ALL OTHER PERSONS, CORPORATIONS OR ORGANIZATIONS FOR FURNISHING SUCH INFORMATION.

I UNDERSTAND IT IS THE CITY OF VAN METER'S POLICY NOT TO REFUSE TO HIRE A QUALIFIED INDIVIDUAL WITH A DISABILITY BECAUSE OF THAT PERSON'S NEED FOR REASONABLE ACCOMMODATION AS REQUIRED BY THE ADA.

I ALSO UNDERSTAND THAT IF I AM HIRED, I WILL BE REQUIRED TO PROVIDE PROOF OF IDENTITY, LEGAL WORK AUTHORIZATION, SUBMIT TO A CRIMINAL BACKGROUND CHECK AND BE FINGERPRINTED.

IF I AM HIRED, I UNDERSTAND THAT I MAY RESIGN AT ANY TIME, WITH OR WITHOUT CAUSE AND WITHOUT PRIOR NOTICE, AND THE CITY OF VAN METER RESERVES THE SAME RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE AND WITHOUT PRIOR NOTICE, EXCEPT AS MAY BE REQUIRED BY LAW. THIS APPLICATION DOES NOT CONSTITUTE AN AGREEMENT OR CONTRACT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OR DEFINITE DURATION. I UNDERSTAND THAT NO REPRESENTATIVE OF THE CITY OF VAN METER OTHER THAN AN AUTHORIZED OFFICER, HAS THE AUTHORITY TO MAKE ANY ASSURANCES TO THE CONTRARY. I FURTHER UNDERSTAND THAT ANY SUCH ASSURANCES MUST BE IN WRITING AND SIGNED BY AN AUTHORIZED OFFICER.

THE CITY OF VAN METER DOES NOT UNLAWFULLY DISCRIMINATE IN EMPLOYMENT AND NO QUESTION ON THIS APPLICATION IS USED FOR THE PURPOSE OF LIMITING OR EXCUSING ANY APPLICANT FROM CONSIDERATION FOR EMPLOYMENT ON A BASIS PROHIBITED BY LOCAL, STATE OR FEDERAL LAW.

THIS APPLICATION IS CURRENT FOR ONLY 60 DAYS. AT THE CONCLUSION OF THIS TIME, IF I HAVE NOT HEARD FROM THE CITY OF VAN METER AND STILL WISH TO BE CONSIDERED FOR EMPLOYMENT, IT WILL BE NECESSARY TO FILL OUT A NEW APPLICATION.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant [Signature] Date 2/26/2025

Fw: Heimdal - VFD Application

From Jess Drake <jdrake@vanmeteria.gov>
Date Tue 5/6/2025 9:51 AM
To Elizabeth (Liz) Faust <lfaust@vanmeteria.gov>

Jess Drake

City of Van Meter | City Clerk
515-996-2644 (o) | 515-478-5047 (c)
jdrake@vanmeteria.gov

From: Mark Schmitt <mschmitt@vanmeteria.gov>
Sent: Tuesday, May 6, 2025 7:53 AM
To: Jess Drake <jdrake@vanmeteria.gov>
Subject: Re: Heimdal - VFD Application

Jess,

Myself and Asst Chief Fyfe interviewed Jason last night and would like to add him as a member of the department, if you could please put him on next Monday night's council agenda for appointment that would be great,

Thanks

Mark Schmitt

Fire Chief
City of Van Meter
505 Grant Street
(P O Box 160)
Van Meter, IA 50261
Cellular (515) 250-3561

From: Jess Drake <jdrake@vanmeteria.gov>
Sent: Monday, April 7, 2025 7:53 PM
To: Mark Schmitt <mschmitt@vanmeteria.gov>
Subject: Re: Heimdal - VFD Application

Does this need to be on the 4/14 agenda?

Jess Drake

City of Van Meter | City Clerk

515-996-2644 (o) | 515-478-5047 (c)
jdrake@vanmeteria.gov

From: Mark Schmitt <mschmitt@vanmeteria.gov>
Sent: Thursday, March 6, 2025 4:35 PM
To: Jess Drake <jdrake@vanmeteria.gov>
Subject: Re: Heimdal - VFD Application

No, we have not interviewed him yet.

Thanks
Sent from my iPad

On Mar 5, 2025, at 11:50 AM, Jess Drake <jdrake@vanmeteria.gov> wrote:

Do you want appointment of this applicant on the March agenda?

Jess Drake
City of Van Meter | City Clerk
515-996-2644 (o) | 515-478-5047 (c)
jdrake@vanmeteria.gov

From: Jess Drake
Sent: Monday, March 3, 2025 8:28 AM
To: Mark Schmitt <mschmitt@vanmeteria.gov>
Subject: Heimdal - VFD Application

Please see the attached application for the fire department.

Jess

Jess Drake
City of Van Meter | City Clerk
515-996-2644 (o) | 515-478-5047 (c)
jdrake@vanmeteria.gov

From: info@vanmeteria.gov <info@vanmeteria.gov>
Sent: Monday, March 3, 2025 8:23 AM
To: Jess Drake <jdrake@vanmeteria.gov>
Subject: Message from KM_C300i

Resolution #2025-62

"A Resolution Assigning an Address to Johnson Park"

Whereas, the City wishes to provide an address to the Johnson Park; and

Whereas, the City Clerk has reviewed the address request; now

Therefore, be it resolved by the Van Meter City Council that address for the Johnson Park located in the City of Van Meter (current Parcel ID 1528300003) is assigned as follows:

325 Division Avenue, Van Meter, IA

Passed and approved this 12th day of May, 2025.

Joe Herman, Mayor

ATTEST:

Jessica Drake, City Clerk

Resolution #2025-63

“A Resolution to Approve an Agreement for Professional Services with Bolton & Menk – Master Park Plan”

Whereas, the City Council reviewed and accepted a proposal from Bolton & Menk for Master Park Planning Services at the regular business meeting on April 14th; and

Whereas, the City Administrator recommends utilizing Bolton & Menk to perform those services; now

Therefore, be it resolved by the Van Meter City Council that the Agreement for Professional Services with Bolton & Menk for Master Park Planning Services is approved and the City Council authorizes the Mayor, City Administrator and/or City Clerk to execute the Agreement on behalf of the City.

Passed and approved this 12th day of May, 2025

Joe Herman, Mayor

ATTEST:

Jessica Drake, City Clerk

CONTRACT SUMMARY PAGE

Term	Description	Section
"CONSULTANT"	Bolton & Menk, Inc.	Preamble
"CLIENT"	CITY OF VAN METER	Preamble
"Project"	PARK SYSTEM PLAN	Preamble
Scope of Services	Services to be performed in connection with the Project	Exhibit A
Fees	Consultant shall be compensated by (check one): <u> X </u> with a Lump Sum Fee of \$72,000.00. <u> </u> on an hourly basis pursuant to the Schedule of Fees <u> </u> on an hourly basis pursuant to the Schedule of Fees, but the total fees shall not exceed \$ <u> </u>	Section III.A, Schedule 1
Schedule of Fees	Hourly rates to be charged for the Project or for Additional Services	Schedule 1
Payment	Consultant shall invoice Client no more than monthly, with payments to be due within 45 days of invoice.	Section III.B
Limitation of Liability	Consultant's aggregate liability shall not exceed: <u> X </u> the total available insurance proceeds paid on behalf of or to Consultant in satisfaction of Client's claims, up to the then available amount of insurance under the applicable policy. <u> </u> \$ <u> </u> .	Section IV.C.5
Term of Agreement	Two years or a longer identified completion period	Section IV.J

ATTACHMENTS:

- Schedule 1 Schedule of Fees
- Exhibit A Scope of Services

AGREEMENT FOR PROFESSIONAL SERVICES IA

STANDARD PROJECT-PUBLIC CLIENT

CITY OF VAN METER and BOLTON & MENK, INC.

This Agreement, made this 23rd day of April, 2025, by and between CITY OF VAN METER, 310 MILL STREET, PO BOX 160, VAN METER, IOWA 50261, ("CLIENT"), and BOLTON & MENK, INC., 430 E. GRAND AVENUE, SUITE 101, DES MOINES, IOWA 50309, ("CONSULTANT").

WITNESS, whereas the CLIENT requires professional services in conjunction with PARK SYSTEM PLAN ("Project") and whereas the CONSULTANT agrees to furnish the various professional services required by the CLIENT.

NOW, THEREFORE, in consideration of the mutual covenants and promises between the parties hereto, it is agreed:

SECTION I - CONSULTANT'S SERVICES

A. The CONSULTANT agrees to perform the various Basic Services in connection with the proposed project as described in Exhibit A.

B. Upon mutual agreement of the parties, professional services in addition to the Basic Services (the "Additional Services") may be authorized as described in Paragraph IV.B, and when so authorized, shall be included with the Services to be provided under this Agreement.

SECTION II - THE CLIENT'S RESPONSIBILITIES

A. The CLIENT shall promptly compensate the CONSULTANT for the Services in accordance with Section III of this Agreement.

B. The CLIENT shall place any and all previously acquired information related to the Project in its custody at the disposal of the CONSULTANT for its use. Such information shall include, but is not limited to: boundary surveys, topographic surveys, preliminary sketch plan layouts, building plans, soil surveys, abstracts, deed descriptions, tile maps and layouts, aerial photos, utility agreements, environmental reviews, and zoning limitations. The CONSULTANT may rely upon the accuracy and sufficiency of all such information in performing services unless otherwise instructed, in writing, by CLIENT.

C. The CLIENT will guarantee access to and make all provisions for entry upon public portions of the project and reasonable efforts to provide access to private portions and pertinent adjoining properties.

D. The CLIENT will give prompt notice to the CONSULTANT whenever the CLIENT observes or otherwise becomes aware of any defect in the proposed project.

E. The CLIENT shall designate a liaison person to act as the CLIENT'S representative with respect to services to be rendered under this Agreement. Said representative shall have the authority to transmit instructions, receive instructions, receive information, interpret and define the CLIENT'S policies with respect to the project and CONSULTANT'S services.

F. The CONSULTANT'S services do not include legal, insurance counseling, accounting, independent cost estimating, financial advisory or "municipal advisor" (as described in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act 2010 and the municipal advisor registration rules issued by the SEC) professional services and the CLIENT shall provide any such services as may be required for completion of the Project described in this Agreement.

G. The CLIENT will obtain any and all regulatory permits required for the proper and legal execution of the Project. CONSULTANT will assist CLIENT with permit preparation and documentation to the extent described in Exhibit A.

H. The CLIENT may hire, at its discretion, when requested by the CONSULTANT, an independent test company to perform laboratory and material testing services, and soil investigation that can be justified for the proper design and construction of the Project. The CONSULTANT shall assist the CLIENT in selecting a testing company. Payment for testing services shall be made directly to the testing company by the CLIENT and is not part of this Agreement. If CLIENT elects not to hire an independent test company, CLIENT shall provide CONSULTANT with guidance and direction on completing those aspects of design and construction that require additional testing data.

SECTION III - COMPENSATION FOR SERVICES

A. FEES.

1. The CLIENT will compensate the CONSULTANT a Lump Sum (Fee) of \$72,000.00 for performance of the Services. Additional Services as outlined in Section I.B will vary depending upon project conditions and will be billed in addition to the Lump Sum Fee on an hourly basis at the rates described on the Schedule of Fees attached hereto as Schedule 1.
2. The preceding Schedule of Fees shall apply for services provided through December 31, 2025. Hourly rates may be adjusted by CONSULTANT, in consultation with CLIENT, on an annual basis thereafter to reflect reasonable changes in its operating costs and other market factors. Adjusted rates will become effective on January 1st of each subsequent year, upon written acceptance by CLIENT.
3. Rates and charges do not include sales tax. If such taxes are imposed and become applicable after the date of this Agreement CLIENT agrees to pay any applicable sales taxes.
4. The rates in the Schedule of Fees include labor, general business and other normal and customary expenses associated with operating a professional business. Unless otherwise agreed in writing, the above rates include vehicle and personal expenses, mileage, telephone, survey stakes and routine expendable supplies; and no separate charges will be made for these activities and materials.
5. Additional Services as outlined in Section I.B will vary depending upon project conditions and will be billed on an hourly basis at the rate described in Section III.A.1.

B. PAYMENTS AND RECORDS

1. The payment to the CONSULTANT will be made by the CLIENT upon billing at intervals not more often than monthly at the herein rates and terms.
2. If CLIENT fails to make any payment due CONSULTANT for Services and expenses within 45 days after date of the CONSULTANT'S invoice, a service charge of one and one-half percent (1.5%) per month or the maximum rate permitted by law, whichever is less, will be charged on any unpaid balance.

3. In addition to the service charges described in preceding paragraph, if the CLIENT fails to make payment for Services and expenses within 60 days after the date of the invoice, the CONSULTANT may, upon giving seven days' written notice to CLIENT, suspend Services and withhold project deliverables due under this Agreement until CONSULTANT has been paid in full for all past due amounts for Services, expenses and charges, without waiving any claim or right against the CLIENT and without incurring liability whatsoever to the CLIENT.
4. Documents Retention. The CONSULTANT will maintain records that reflect all revenues, costs incurred and the Services provided in the performance of the Agreement. The CONSULTANT will also agree that the CLIENT, State, or their duly authorized representatives may, at any time during normal business hours and as often as reasonably necessary, have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., and accounting procedures and practices of the CONSULTANT which are relevant to this Contract for a period of six years.

SECTION IV - GENERAL

A. STANDARD OF CARE. Professional services provided under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the CONSULTANT'S profession currently practicing under similar conditions. No warranty, express or implied, is made.

B. CHANGE IN PROJECT SCOPE. In the event the CLIENT changes or is required to change the scope or duration of the project from that described in Exhibit I, and such changes require Additional Services by the CONSULTANT, the CONSULTANT shall be entitled to additional compensation at the applicable hourly rates. To the fullest extent practical, the CONSULTANT shall give notice to the CLIENT of any Additional Services, prior to furnishing such Additional Services. The CONSULTANT shall furnish an estimate of additional cost, prior to authorization of the changed scope of work and Agreement will be revised in writing.

C. LIMITATION OF LIABILITY

1. Liability of CONSULTANT. CONSULTANT shall indemnify CLIENT from losses, damages, and judgments arising from third-party claims or actions relating to the Project only to the extent caused by the negligent acts, errors or omissions (whether in the performance of professional services or otherwise) of CONSULTANT or CONSULTANT'S officers, employees, or subconsultants occurring during the scope of CONSULTANT's work on the Project and provided that any such claim, action, loss, damages, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property. CONSULTANT's obligation to indemnify the CLIENT and CLIENT's officers and employees harmless does not include a duty to defend. This indemnification shall not apply to third-party claims or actions for consequential damages, lost revenues, increased expense, or lost profits, nor to any claim for punitive or exemplary damages.
2. Liability of Client. To the fullest extent permitted by law, CLIENT shall indemnify CONSULTANT from losses, damages, and judgments (including reasonable attorneys' fees and expenses of litigation) arising from claims or actions relating to the Project, provided that any such claim, action, loss, damages, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, but only to the extent caused by the acts or omission of CLIENT or CLIENT'S employees, agents, or other consultants. This indemnification shall not apply to third-party claims or actions for consequential damages, lost revenues, increased expense or lost profits, nor to any claim for punitive or exemplary damages.

3. To the fullest extent permitted by law, CLIENT and CONSULTANT waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement, from any cause or causes. CLIENT waives all claims against individuals involved in the services provided under this Agreement and agrees to limit all claims to the CONSULTANT's corporate entity.
4. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or the CONSULTANT. The CONSULTANT'S services under this Agreement are being performed solely for the CLIENT'S benefit, and no other entity shall have any claim against the CONSULTANT because of this Agreement or the performance or nonperformance of services provided hereunder.

D. INSURANCE

1. The CONSULTANT agrees to maintain, at CONSULTANT'S expense a commercial general liability (CGL) and excess or umbrella general liability insurance policy or policies insuring CONSULTANT against claims for bodily injury, death or property damage arising out of CONSULTANT'S general business activities. The general liability coverage shall provide limits of not less than \$2,000,000 per occurrence and not less than \$2,000,000 general aggregate. Coverage shall include Premises and Operations Bodily Injury and Property Damage; Personal and Advertising Injury; Blanket Contractual Liability; Products and Completed Operations Liability.
2. The CONSULTANT also agrees to maintain, at CONSULTANT'S expense, a single limit or combined limit automobile liability insurance and excess or umbrella liability policy or policies insuring owned, non-owned and hired vehicles used by CONSULTANT under this Agreement. The automobile liability coverages shall provide limits of not less than \$1,000,000 per accident for property damage, \$2,000,000 for bodily injuries, death and damages to any one person and \$2,000,000 for total bodily injury, death and damage claims arising from one accident.
3. CLIENT shall be named Additional Insured for the above CGL and Auto liability policies.
4. The CONSULTANT agrees to maintain, at the CONSULTANT'S expense, statutory worker's compensation coverage together with Coverage B, Employer's Liability limits of not less than \$500,000 for Bodily Injury by Disease per employee, \$500,000.00 for Bodily Injury by Disease aggregate and \$500,000 for Bodily Injury by Accident.
5. The CONSULTANT also agrees to maintain, at CONSULTANT'S expense, Professional Liability Insurance coverage insuring CONSULTANT against damages for legal liability arising from a negligent act, error or omission in the performance of professional services required by this Agreement during the period of CONSULTANT'S services and for three years following date of final completion of its services. The professional liability insurance coverage shall provide limits of not less than \$2,000,000 per claim and an annual aggregate of not less than \$2,000,000 on a claims-made basis.
6. CLIENT shall maintain statutory Workers Compensation insurance coverage on all of CLIENT'S employees and other liability insurance coverage for injury and property damage to third parties due to the CLIENT'S negligence.
7. Prior to commencement of this Agreement, CONSULTANT will provide the CLIENT with certificates of insurance, showing evidence of required coverages. All policies of insurance shall contain a provision or endorsement that the coverage afforded will not be canceled or reduced in limits by endorsement for any reason except non-payment of premium, until at least 30 days prior written notice has been given to the Certificate Holder, and at least 10 days prior written notice in the case of non-payment of premium

E. OPINIONS OR ESTIMATES OF CONSTRUCTION COST. Where provided by the CONSULTANT as part of Exhibit A or otherwise, opinions or estimates of construction cost will generally be based upon public construction cost information. Since the CONSULTANT has no control over the cost of labor, materials, competitive bidding process, weather conditions and other factors affecting the cost of construction, all cost estimates are opinions for general information of the CLIENT and the CONSULTANT does not warrant or guarantee the accuracy of construction cost opinions or estimates. The CLIENT acknowledges that costs for project financing should be based upon contracted construction costs with appropriate contingencies.

F. CONSTRUCTION SERVICES. It is agreed that the CONSULTANT and its representatives shall not at any time supervise, direct, control, or have authority over any contractor's work, nor shall CONSULTANT have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at any Project site, nor for any failure of a Contractor to comply with Laws and Regulations applicable to that Contractor's furnishing and performing of its work. CONSULTANT shall not be responsible for the acts or omissions of any Contractor. CLIENT acknowledges that on-site contractor(s) are solely responsible for construction site safety programs and their enforcement.

G. USE OF ELECTRONIC/DIGITAL DATA

1. Because of the potential instability of electronic/digital data and susceptibility to unauthorized changes, copies of documents that may be relied upon by CLIENT are limited to the printed copies (also known as hard copies) that are signed or sealed by CONSULTANT. Except for electronic/digital data which is specifically identified as a project deliverable for this Agreement or except as otherwise explicitly provided in this Agreement, all electronic/digital data developed by the CONSULTANT as part of the Project is acknowledged to be an internal working document for the CONSULTANT'S purposes solely and any such information provided to the CLIENT shall be on an "AS IS" basis strictly for the convenience of the CLIENT without any warranties of any kind. As such, the CLIENT is advised and acknowledges that use of such information may require substantial modification and independent verification by the CLIENT (or its designees).
2. Provision of electronic/digital data, whether required by this Agreement or provided as a convenience to the Client, does not include any license of software or other systems necessary to read, use or reproduce the information. It is the responsibility of the CLIENT to verify compatibility with its system and long-term stability of media. CLIENT shall indemnify and hold harmless CONSULTANT and its Subconsultants from all claims, damages, losses, and expenses, including attorneys' fees arising out of or resulting from third party use or any adaptation or distribution of electronic/digital data provided under this Agreement, unless such third party use and adaptation or distribution is explicitly authorized by this Agreement.

H. REUSE OF DOCUMENTS

1. Drawings and specifications and all other documents (including electronic and digital versions of any documents) prepared or furnished by CONSULTANT pursuant to this Agreement are instruments of service in respect to the Project and CONSULTANT shall retain an ownership interest therein. Upon payment of all fees owed to the CONSULTANT, the CLIENT shall acquire a limited license in all identified deliverables (including reports, plans, and specifications) for any reasonable use relative to the Project and the general operations of the CLIENT. Such limited license to Owner shall not create any rights in third parties.

2. CLIENT may make and disseminate copies for information and reference in connection with the use and maintenance of the Project by the CLIENT. However, such documents are not intended or represented to be suitable for reuse by CLIENT or others on extensions of the Project or on any other project. Any reuse by CLIENT or, any other entity acting under the request or direction of the CLIENT, without written verification or adaptation by CONSULTANT for such reuse will be at CLIENT'S sole risk and without liability or legal exposure to CONSULTANT and CLIENT shall indemnify and hold harmless CONSULTANT from all claims, damages, losses and expenses including attorney's fees arising out of or resulting from such reuse.

I. CONFIDENTIALITY. CONSULTANT agrees to keep confidential and not to disclose to any person or entity, other than CONSULTANT'S employees and subconsultants any information obtained from CLIENT not previously in the public domain or not otherwise previously known to or generated by CONSULTANT. These provisions shall not apply to information in whatever form that comes into the public domain through no fault of CONSULTANT; or is furnished to CONSULTANT by a third party who is under no obligation to keep such information confidential; or is information for which the CONSULTANT is required to provide by law or authority with proper jurisdiction; or is information upon which the CONSULTANT must rely for defense of any claim or legal action.

J. PERIOD OF AGREEMENT. This Agreement will remain in effect for the longer of a period of two (2) years or until such other expressly identified completion date, after which time the Agreement may be extended upon mutual agreement of both parties.

K. TERMINATION. This Agreement may be terminated:

1. For cause, by either party upon 7 days written notice in the event of substantial failure by other party to perform in accordance with the terms of this Agreement through no fault of the terminating party. For termination by CONSULTANT, cause includes, but is not limited to, failure by CLIENT to pay undisputed amounts owed to CONSULTANT within 120 days of invoice and delay or suspension of CONSULTANT's services for more than 120 days for reasons beyond CONSULTANT'S cause or control; or,
2. For convenience by CLIENT upon 7 days written notice to CONSULTANT.
3. Notwithstanding, the foregoing, this Agreement will not terminate under paragraph IV.K if the party receiving such notice immediately commences correction of any substantial failure and cures the same within 10 days of receipt of the notice.
4. In the event of termination by CLIENT for convenience or by CONSULTANT for cause, the CLIENT shall be obligated to the CONSULTANT for payment of amounts due and owing including payment for services performed or furnished to the date and time of termination, computed in accordance with Section III of this Agreement. CONSULTANT shall deliver and CLIENT shall have, at its sole risk, right of use of any completed or partially completed deliverables, subject to provisions of Paragraph IV. H.
5. In event of termination by CLIENT for cause and in addition to any other remedies available to CLIENT, CONSULTANT shall deliver to CLIENT and CLIENT shall have right of use of any completed or partially completed deliverables, in accordance with the provisions of Paragraph IV.H. CLIENT shall compensate CONSULTANT for all undisputed amounts owed CONSULTANT as of date of termination.

L. INDEPENDENT CONTRACTOR. Nothing in this Agreement is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the CONSULTANT or any of its employees as the agent, representative, or employee of the CLIENT for any purpose or in any manner whatsoever. The CONSULTANT is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

M. CONTINGENT FEE. The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from award or making of this Agreement.

N. NON-DISCRIMINATION. The provisions of any applicable law or ordinance relating to civil rights and discrimination shall be considered part of this Agreement as if fully set forth herein. **The CONSULTANT is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.**

O. ASSIGNMENT. Neither party shall assign or transfer any interest in this Agreement without the prior written consent of the other party.

P. SURVIVAL. All obligations, representations and provisions made in or given in Section IV and Documents Retention clause of this Agreement will survive the completion of all services of the CONSULTANT under this Agreement or the termination of this Agreement for any reason.

Q. SEVERABILITY. Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon CLIENT and CONSULTANT, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

R. CONTROLLING LAW. This Agreement is to be governed by the law of the State of Iowa and venued in courts of Iowa; or at the choice of either party, and if federal jurisdictional requirements can be met, in federal court in the district in which the project is located.

S. DISPUTE RESOLUTION. CLIENT and CONSULTANT agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice of dispute prior to proceeding to formal dispute resolution or exercising their rights under law. Any claims or disputes unresolved after good faith negotiations shall then be submitted to mediation using a neutral from the American Arbitration Association Construction Industry roster. If mediation is unsuccessful in resolving the dispute, then either party may seek to have the dispute resolved by bringing an action in a court of competent jurisdiction.


SECTION V - SIGNATURES

THIS INSTRUMENT embodies the whole agreement of the parties, there being no promises, terms, conditions or obligation referring to the subject matter other than contained herein. This Agreement may only be amended, supplemented, modified or canceled by a duly executed written instrument signed by both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in their behalf.

CLIENT: _____

CONSULTANT: Bolton & Menk, Inc.

_____

Casey Byers, PLA
Principal Landscape Architect

04/24/2025

SCHEDULE 1

2025 SCHEDULE OF FEES

The following fee schedule is based upon competent, responsible professional services and is the minimum, below which adequate professional standards cannot be maintained. It is, therefore, to the advantage of both the professional and the client that fees be commensurate with the service rendered. Charges are based on hours spent at hourly rates in effect for the individuals performing the work. The hourly rates for principals and members of the staff vary according to skill and experience. The current specific billing rate for any individual can be provided upon request.

The fee schedule shall apply for the period through December 31, 2025. These rates may be adjusted annually thereafter to account for changed labor costs, inflation, or changed overhead conditions.

These rates include labor, general business, and other normal and customary expenses associated with operating a professional business. For projects with typical expenses and unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond typical project expenses, non-routine expenses, and expenses beyond the agreed scope of services, such as out of town travel expenses, long travel distances, large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately. Rates and charges do not include sales tax, if applicable.

Employee Classification	2025 Hourly Billing
Graduate Engineer	\$125-185
Design Engineer	\$125-196
Project Engineer	\$145-215
Senior Project Engineer	\$160-215
Project Manager	\$135-240
Senior Project Manager	\$188-273
Architect	\$186-267
Planner	\$125-168
Senior Planner	\$170-228
Landscape Designer	\$98-196
Landscape Architect	\$148-176
Senior Landscape Architect	\$160-268
Survey Technician ¹	\$90-196
Graduate Surveyor	\$122-190
Licensed Project Surveyor	\$180-225
Technician	\$75-182
Senior Technician	\$125-212
Administrative/Corporate Specialists	\$68-175
Specialist*	\$100-230
Practice Expert**	\$145-363
Principal**	\$175-316
Senior Principal**	\$218-333
GPS/Robotic Survey Equipment ¹	NO CHARGE
CAD/Computer Usage	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photo Copying/Reproduction	NO CHARGE
Field Supplies/Survey Stakes & Equipment	NO CHARGE
Mileage	NO CHARGE

¹ No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for survey technicians.

*Specialized role not classified above otherwise.

**Highly specialized and industry expertise unique to the market or area of discipline.



Real People. Real Solutions.

430 E Grand Avenue
Suite 101
Des Moines, IA 50309

Ph: (515) 259-9190
Fax: (515) 233-4430
Bolton-Menk.com

EXHIBIT A – SCOPE OF SERVICES

PARK SYSTEM PLAN

VAN METER, IOWA

MARCH 17, 2025

The City of Van Meter can rest assured that the Bolton & Menk team will provide superior project management, exceptional community engagement facilitation, and outstanding technical deliverables in a timely and cost-effective manner to create this park system plan.

UNDERSTANDING

The park system plan is intended to provide guidance to city staff, the Parks and Recreation Board (PRB), city council, and the community to prioritize programs and projects as future decisions are made on how to manage and improve the park and trail system. The resulting system plan will be flexible in format so that it can be integrated into the city's Vision Van Meter 2040, Comprehensive Plan.

Based on our understanding of the Van Meter community and from discussions with city staff, the following is a summary of key elements that will be addressed with the outcome of this project:

- **Parkland Dedication and New Development** – Evaluating the city's existing development code requirements and parkland dedication process to ensure future park space exists where needed, creates usable space and access for amenities and promotes a cohesive park system with a diverse mix of park and recreation opportunities for Van Meter residents.
- **Deferred Maintenance and Park Management** – Inventory and analysis of existing park amenities to develop a plan to catch up on deferred maintenance and address future needs.
- **Recreation Programming and Athletic Facilities** – Evaluate current and projected participation rates in recreation programs and identify opportunities for growing youth and adult rec. programs and facilities.
- **Park Maintenance and Operations** – Identify opportunities for improving park maintenance and upkeep, while developing a strategy for sustainable park department operations.

The following detailed work plan is outlined by tasks that will lead to a successful park system plan that aligns with the goals shared by city staff. Under each task, time has been allocated for task management that will capture the effort necessary for internal project team coordination.

SCOPE OF SERVICES

TASK 1: EXISTING CONDITION INVENTORY AND ANALYSIS

The inventory and analysis phase of our work plan will allow us to develop a thorough understanding of the qualitative and quantitative condition of the park system. We will also collect and document the programming and services offered by the city, as well as the departmental operations of the park department.

The following are specific components of this phase that will be accomplished by the tasks that are described herein:

- LOS analysis: Identify gaps and redundancy in park proximity across the community
- Evaluate the type, quantity, and conditions of assets
- Develop comparative metrics considering NRPA data, national recreation trends, and peer-community comparisons
- Mobility analysis: Identify high-level gaps in connectivity to parks and trails and review how certain connections could be achieved
- Input gathering: During this phase, we will roll out our intentional input gathering at three separate levels: public, stakeholder, and city staff

We will rely on city staff knowledge to supplement data collection through site inventories or database reviews during this task.

+ *Task 1.1: Preparation of Base Mapping*

Working with our GIS team and city staff, we will develop base mapping for the overall community as well as individual park and trail facilities to use throughout the planning process.

+ *Task 1.2: Previous Plan Audit*

In coordination and with assistance from city staff, our team will review the following previously completed planning studies and reports that are related to this plan:

- Vision Van Meter 2040, Comprehensive Plan
- The Van Meter Strategic Vision Plan
- Previously prepared park inventory data
- Maintenance, operations, and other departmental data
- Van Meter Capital Improvement Plan relating to Parks and Recreation
- ICON Water Trails planning documents

+ *Task 1.3: Field Inventory and Review of Existing Park and Trail Facilities*

Data will be collected of existing park and trail facilities/amenities to develop both a qualitative and quantitative understanding of each park within the City of Van Meter. To streamline this process, we will start with what we/city staff already know and use current or recently documented information to plug into our collective inventory of data.

Visiting current park facilities is essential to understanding and familiarizing ourselves with its resources, reviewing existing conditions, and confirming the accuracy of collected data to update the city park inventory. All information will be added to a customized *Field Map* app that will allow inventory collection to be easily integrated with Van Meter existing GIS software.

+ *Task 1.4: Park and Recreation Programs*

Review current park and recreation programs and available park use data as provided by the City.

+ *Task 1.5: Demographics, Trends, And National Metrics Analysis*

Our team will review available information from the the U.S. census, National Parks and Recreation Association (NRPA) and previous studies completed in Van Meter and Dallas County to understand and document demographic shifts, local and regional trends, and what is new in the parks and recreation field. Understanding these changes will be critical to formulating a future vision for the park system.

Along with city staff, we will review the existing funding allocations to assess how Van Meter compares to national averages and communities with similar park systems. By reviewing this data, we will identify opportunities for the city to consider improving its facility's functionality and level of service. This effort will include a review of funding strategies.

+ *Task 1.6: Steering Committee Meeting No. 1*

This meeting will be an opportunity to introduce the planning process, review work completed to date, review project timeline, and engage the committee in analysis and review of where they have been in the past, what the collective vision is for the future, and equally important, to set expectations for how the committee can be champions for the park system planning process.

The proposed steering committee will be comprised of city staff, two PRB members, and two City Council members. Our team will assist the city in determining how this committee will be engaged during the process, what level of decision making and review responsibility it will have, and how they can advocate for input and participation throughout the duration of the process.

Our team will develop meeting materials including agendas, content, and meeting minutes.

TASK 2: PUBLIC ENGAGEMENT

A successful park system plan must reflect the needs and desires of the stakeholders that will fund, use, and maintain the facilities. As such, public involvement and engagement is one of the most critical components of the planning process. We are committed to providing a robust engagement process that goes beyond traditional engagement methods and provide fun, convenient, and accessible methods that will range from in-person and online formats to engage stakeholders.

The planning team will evaluate and summarize all the community engagement events to better understand community needs and desires for the park and trail system. These findings will help guide final recommendations and the importance of improvements.

+ *Task 2.1: Community Survey*

Working in conjunction with city staff, we will develop a survey to solicit input from the broader community. We envision this to be available through an online platform to enable high response rates and efficient data collection and analysis. The Bolton & Menk team will provide the city with a link to the survey for use on its public-facing website and social media platforms. Upon completion of the survey timeframe, we will provide a summary of the results. This information will inform recommendations and priorities in the system plan.

**A hard copy of the survey can be made available if the city would like to distribute paper copies. City staff would need to add responses from the paper copies to the online survey platform.*

+ *Task 2.2: Pop-Up Engagement*

Our team will facilitate two pop-up meetings to solicit feedback from the public. Our intention is to coordinate these efforts with city staff to determine a venue and existing community events that would allow all residents an opportunity to engage with the planning team. Possibilities include Raccoon River Days in June and Fan Fest in August.

+ *Task 2.3: City Council Update*

To ensure the community remains engaged in the system planning process, we propose to present to City Council on work completed to date, remind them of the engagement process and answer any questions councilors may have.

At this time we will present key findings from the needs analysis and get feedback on the current state of the park system, along with how the park system should grow in the future.

+ *Task 2.4: Steering Committee Meeting No. 2*

The planning team will evaluate and summarize the community survey responses to better understand community needs and desires for the park and trail system. These findings will help guide final recommendations and the importance of improvements.

TASK 3: COMMUNITY NEEDS ASSESSMENT

During this phase, we will use the data and input that has been collected and analyzed to date to evaluate what the community needs in its park system. This determination will be driven by a combination of things, but largely by the input we gather through various channels to this point in the process. We can assess the park system based on national trends and metrics, but one of the foremost important data points is what the community, city staff and stakeholders tell us they need for Van Meter to be successful. We intend to listen, learn and uncover what those needs are.

+ *Task 3.1: Community Needs Evaluation*

Feedback and research collected and analyzed will be summarized for review. This information will be used to begin discussions about improvements, opportunities, and priorities.

+ *Task 3.2: Park and Trail Classifications*

The planning team will work with city staff to review and confirm, modify, or add to existing classifications, and preferred facility level of service standards. Facility standards include level of service standards and the population served per recreational facility and park amenities. These will be based on National Park and Recreation Association guidelines as well as the Consulting Team's national experience and comparison with peer/survey agencies.

+ *Task 3.3: Draft Goals, Policies, and Initiatives*

Building on previous tasks, our team will develop a list of recommendations alongside city staff to address improvements to existing parks and facilities to assist with overall LOS. We will coordinate with the city to prioritize these recommendations based on needs as determined by existing conditions review, gap analysis, and expressed community desires.

+ *Task 3.4: Steering Committee Meeting No. 3*

This steering committee meeting will be utilized to review draft goals, policies, and initiatives for the plan and prepare for Phase 4 of the planning process that will introduce plan recommendations.

TASK 4: IMPLEMENTATION PLANNING

Our team will work with the city to prepare recommendations for improvements to Van Meter parks and recreation facilities. This includes improvements to existing park facilities (including sports fields), maintenance efficiencies, and trail connectivity opportunities. Part of this task will consist of developing implementation budgets to accompany improvement recommendations to seamlessly incorporate park system improvements into the city's Capital Improvement Plan process.

We will finalize the system plan and provide copies to the city for consideration and approval by the parks commission and city council.

+ *Task 4.1: Project Cost Estimating*

Our team will use the prioritized list of recommendations to prepare capital and operational costs, informing anticipated needs from identified improvements. We will note assumptions included in these efforts to assist the city better as they plan for refinement and future implementation.

The costs will consider current construction costs and anticipated inflation estimates for mid- and longer-term improvements.

Based on comparison of the budget, relative to national averages and comparable communities, we will provide an analysis to establish the need to maintain the current LOS. Depending on their findings, our team will establish differing resource needs that would allow the city to provide adequate and desired LOS.

+ *Task 4.2: Develop Prioritized 10-Year Capital Improvement Plan (CIP)*

Building on previous tasks, our team will develop a list of recommendations alongside city staff to address improvements to existing parks and facilities and identify opportunities for new parks. We will coordinate with the city to prioritize these recommendations based on needs as determined by existing conditions review, gap analysis, and expressed community desires.

We will work with city staff to review recommendations and anticipated costs of CIP projects for upcoming funding cycles.

+ *Task 4.3: Funding and Implementation Plan*

The project team will review the existing budget of the department. The review will focus on the existing funding mechanisms the department has and revenue that is generated. The project team will also review recreation programs and events that are being offered by the city and assess if improvements or modifications could be made.

The project team will share with the city the various traditional and non-traditional methods they could employ to implement the plan. As part of the implementation plan the project team will further refine numbers on development and operations, and how funding strategies can potentially offset costs.

+ *Task 4.5: Steering Committee Meeting No. 4*

We will provide a working draft of the plan to the steering committee prior to this meeting and take this time to discuss any comments and revisions as a step towards final revisions of the draft plan.

TASK 5: FINAL PLAN PREPARATION AND ADOPTION

Work produced and documented throughout the planning process will be compiled into a user-friendly document.

During this final phase of the project, we will finalize the system plan and provide copies to the city for consideration and approval by the PRB and city council.

+ *Task 5.1: Draft Plan Preparation and Review*

We will develop a working draft of the system plan (80%) for the city and steering committee to review to ensure the layout, formatting, and information prepared to-date align with the city's vision for this document.

+ *Task 5.2: Final Plan Preparation*

By considering the steering committee's feedback on the draft, we will enact changes to finalize the system plan document for a final review by the city. Any redlines will be addressed before presentation to city council.

+ *Task 5.4: City Council Approval*

Upon acceptance by the PRB, our team will present the system plan to the city council for consideration of adoption.

SCHEDULE

A mutually agreeable project schedule will be developed detailing the anticipated work tasks, task relationships, critical path timeline, deliverable due dates, and completion dates. The schedule will be arranged to maintain focused engagement by the public, steering committee, and city staff. Bolton & Menk will work with city staff and other project partners to revise and update this schedule as needed to ensure successful project delivery. Based on the current assumed project parameters, Bolton & Menk is targeting November 2025 for completion of the system plan.

ADDITIONAL SERVICES

Consulting services performed other than those authorized under Tasks 1-5 shall not be considered part of the Basic Services and may be authorized by the city as Additional Services. Additional Services consist of those services, which are not generally considered to be Basic Services; or exceed the requirements of the Basic Services; or are not definable prior to the commencement of the project.

Additional services may consist of the following:

- + Site Survey of boundary and topography
- + Stormwater calculations and management design
- + Design development or construction documentation services
- + Additional revisions and meetings beyond Tasks 1-5
- + Architectural evaluation or design of structures
- + Structural engineering
- + Civil engineering services for utilities and grading

FEE PROPOSAL

Task 1 – Existing Condition Inventory And Analysis	\$17,000
Task 2 – Public Engagement	\$13,000
Task 3 – Community Needs Assessment	\$10,000
Task 4 – Implementation Planning	\$15,000
Task 5 – Final Plan Preparation And Adoption	\$17,000
Total – Bolton & Menk Lump Sum Fee	\$72,000

Additional services, owner requested re-design and services in excess of stated lump sum design fee will be performed at Bolton & Menk's standard hourly rates.

Resolution #2025-64

“A Resolution to Approve an Agreement for Professional Services with Bolton & Menk – Planning Services”

Whereas, the City Council reviewed and accepted a proposal from Bolton & Menk for Planning Services at the regular business meeting on April 14th; and

Whereas, the City Administrator recommends utilizing Bolton & Menk to perform those services; now

Therefore, be it resolved by the Van Meter City Council that the Agreement for Professional Services with Bolton & Menk for Planning Services is approved and the City Council authorizes the Mayor, City Administrator and/or City Clerk to execute the Agreement on behalf of the City.

Passed and approved this 12th day of May, 2025

Joe Herman, Mayor

ATTEST:

Jessica Drake, City Clerk

AGREEMENT FOR PROFESSIONAL SERVICES

MUNICIPAL SERVICES

CITY OF VAN METER, IOWA

This Agreement made this _____ day of May, 2025, by and between City of Van Meter, Iowa, 310 Mill Street, PO Box 160, Van Meter, Iowa 50261 ("CLIENT"), and BOLTON & MENK, INC., 530 E Grand Ave., Suite 101, Des Moines, Iowa 50309, ("CONSULTANT").

WITNESS, whereas the CLIENT requires professional services in conjunction with Municipal Services ("Project") and whereas the CONSULTANT agrees to furnish the various professional services required by the CLIENT.

NOW, THEREFORE, in consideration of the mutual covenants and promises between the parties hereto, it is agreed:

SECTION I - CONSULTANT'S SERVICES

A. The CONSULTANT agrees to perform the various Municipal Services as requested by the CLIENT as described in Section III-A of this Agreement.

B. Upon mutual agreement of the parties, Additional Municipal services may be authorized by separate work order as outlined in Section III-B of this Agreement.

SECTION II - THE CLIENT'S RESPONSIBILITIES

A. The CLIENT shall promptly compensate the CONSULTANT for the Services in accordance with Section III of this Agreement.

B. The CLIENT shall place any and all previously acquired information in its custody at the disposal of the CONSULTANT for its use. Such information shall include, but is not limited to: boundary surveys, topographic surveys, preliminary sketch plan layouts, building plans, soil surveys, abstracts, deed descriptions, tile maps and layouts, aerial photos, utility agreements, environmental reviews, and zoning limitations. The CONSULTANT may rely upon the accuracy and sufficiency of all such information in performing services unless otherwise instructed, in writing, by CLIENT.

C. The CLIENT will guarantee access to and make all provisions for entry upon public portions of the project and reasonable efforts to provide access to private portions and pertinent adjoining properties.

D. The CLIENT will give prompt notice to the CONSULTANT whenever the CLIENT observes or otherwise becomes aware of any defect in the proposed project.

E. The CLIENT shall designate a liaison person to act as the CLIENT'S representative with respect to services to be rendered under this Agreement. Said representative shall have the authority to transmit instructions, receive instructions, receive information, interpret and define the CLIENT'S policies with respect to the project and CONSULTANT'S services.

<p>Jess Drake City Clerk City of Van Meter</p>
<p>City of Van Meter 310 Mill Street, PO Box 160 Van Meter, Iowa 50261 (515)-996-2644</p>

F. The CLIENT shall provide any such legal, accounting, independent cost estimating, and insurance counseling services as may be required for completion of the municipal services described in this Agreement.

G. The CLIENT will obtain any and all regulatory permits required for the proper and legal execution of the Project. CONSULTANT will assist CLIENT with permit preparation and documentation to the extent described in Exhibit I.

H. The CLIENT will hire, when requested by the CONSULTANT, an independent test company to perform laboratory and material testing services, and soil investigation that can be justified for the proper design and construction of the Project. The CONSULTANT shall assist the CLIENT in selecting a testing company. Payment for testing services shall be made directly to the testing company by the CLIENT and is not part of this Agreement.

SECTION III - COMPENSATION FOR SERVICES

A. Basic Services. Bolton & Menk, Inc. proposes to serve the City of Van Meter on an hourly basis. Therefore, to assist the City in handling day-to-day municipal planning items not associated with a particular project, it is proposed to perform these tasks at a reduced rate of \$108/hour for the Consultant Planner and other professional services for non-project related services up to 10 hours per month.

As this applies to non-project related items, the savings is generally to expenditures from the general fund budget of the City.

For work requested in excess of 10 hours per month, standard hourly billing rates apply.

B. Project Professional Services. When requested by the CLIENT, Bolton & Menk will develop, by Work Order, a scope of services and estimate of hours necessary to complete each project. This information will be the basis for developing a fee for projects.

Billings are based on hours spent at rates in effect for the individuals performing the work. The hourly rates for Principals, Senior Associates, Associates and members of the staff vary according to skill and experience. These rates shall apply for services provided through December 31, 2025. Hourly rates may be adjusted by CONSULTANT, in consultation with CLIENT, on an annual basis thereafter to reflect reasonable changes in its operating costs and other market factors. Adjusted rates will become effective on January 1st of each subsequent year, upon written acceptance by CLIENT.

Hourly rates include labor, general business and other normal and customary expenses associated with operating a professional business. Unless otherwise agreed in writing, the above rates include vehicle and personal expenses, mileage, telephone, survey stakes and routine expendable supplies; and no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, out-sourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance and other items of this general nature, will be invoiced separately, upon client approval. Rates and charges do not include sales tax, if applicable.

The CLIENT will compensate the CONSULTANT in accordance with the attached schedule of fees effective through December 31, 2025, for time spent in performance of Agreement services.

SECTION IV - GENERAL

A. **STANDARD OF CARE.** Professional services provided under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the CONSULTANT'S profession currently practicing under similar conditions. No warranty, express or implied, is made.

B. **CHANGE IN PROJECT SCOPE.** In the event the CLIENT changes or is required to change the scope or duration of the project from that described in Exhibit I, and such changes require Additional Services by the CONSULTANT, the CONSULTANT shall be entitled to additional compensation at the applicable hourly rates. To the fullest extent practical, the CONSULTANT shall give notice to the CLIENT of any Additional Services, prior to furnishing such Additional Services. The CONSULTANT shall furnish an estimate of additional cost, prior to authorization of the changed scope of work and Agreement will be revised in writing.

C. LIMITATION OF LIABILITY

1. **Liability of CONSULTANT.** CONSULTANT shall indemnify and hold harmless CLIENT from losses, damages, and judgments (including reasonable attorneys' fees and expenses of litigation) arising from third-party claims or actions relating to the Project only to the extent caused by the acts, negligence, errors or omissions (whether in the performance of professional services or otherwise) of CONSULTANT or CONSULTANT'S employees, agents, or subconsultants occurring during the scope of CONSULTANT's work on the Project, and provided that any such claim, action, loss, damages, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property. This indemnification shall not apply to claims for consequential damages, lost revenues, increased expense or lost profits, nor to any claim for punitive or exemplary damages. This indemnification shall include reimbursement of CLIENT'S reasonable attorneys' fees and expenses of litigation, but only to the extent that defense is insurable under CONSULTANT's comprehensive general liability and professional errors and omissions insurance policies.
2. **Liability of Client.** To the fullest extent permitted by law, CLIENT shall indemnify, defend and hold harmless CONSULTANT from losses, damages, and judgments (including reasonable attorneys' fees and expenses of litigation) arising from third-party claims or actions relating to the Project, provided that any such claim, action, loss, damages, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, but only to the extent caused by the acts or omission of CLIENT or CLIENT'S employees, agents, or other consultants. This indemnification shall not apply to claims for consequential damages, lost revenues, increased expense or lost profits, nor to any claim for punitive or exemplary damages.
3. To the fullest extent permitted by law, CLIENT and CONSULTANT waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement, from any cause or causes. CLIENT waives all claims against individuals involved in the services provided under this Agreement and agrees to limit all claims to the CONSULTANT's corporate entity.
4. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or the CONSULTANT. The CONSULTANT'S services under this Agreement are being performed solely for the CLIENT'S benefit, and no other entity shall have any claim against the CONSULTANT because of this Agreement or the performance or nonperformance of services provided hereunder.

D. INSURANCE

1. The CONSULTANT agrees to maintain, at CONSULTANT'S expense a commercial general liability (CGL) and excess or umbrella general liability insurance policy or policies insuring CONSULTANT against claims for bodily injury, death or property damage arising out of CONSULTANT'S general business activities. The general liability coverage shall provide limits of not less than \$2,000,000 per occurrence and not less than \$2,000,000 general aggregate. Coverage shall include Premises and Operations Bodily Injury and Property Damage; Personal and Advertising Injury; Blanket Contractual Liability; Products and Completed Operations Liability.
2. The CONSULTANT also agrees to maintain, at CONSULTANT'S expense, a single limit or combined limit automobile liability insurance and excess or umbrella liability policy or policies insuring owned, non-owned and hired vehicles used by CONSULTANT under this Agreement. The automobile liability coverages shall provide limits of not less than \$1,000,000 per accident for property damage, \$2,000,000 for bodily injuries, death and damages to any one person and \$2,000,000 for total bodily injury, death and damage claims arising from one accident.
3. CLIENT shall be named Additional Insured for the above CGL and Auto liability policies.
4. The CONSULTANT agrees to maintain, at the CONSULTANT'S expense, statutory worker's compensation coverage together with Coverage B, Employer's Liability limits of not less than \$500,000 for Bodily Injury by Disease per employee, \$500,000.00 for Bodily Injury by Disease aggregate and \$500,000 for Bodily Injury by Accident.
5. The CONSULTANT also agrees to maintain, at CONSULTANT'S expense, Professional Liability Insurance coverage insuring CONSULTANT against damages for legal liability arising from a negligent act, error or omission in the performance of professional services required by this Agreement during the period of CONSULTANT'S services and for three years following date of final completion of its services. The professional liability insurance coverage shall provide limits of not less than \$2,000,000 per claim and an annual aggregate of not less than \$2,000,000 on a claims-made basis.
6. CLIENT shall maintain statutory Workers Compensation insurance coverage on all of CLIENT'S employees and other liability insurance coverage for injury and property damage to third parties due to the CLIENT'S negligence.
7. Prior to commencement of this Agreement, CONSULTANT will provide the CLIENT with certificates of insurance, showing evidence of required coverages. All policies of insurance shall contain a provision or endorsement that the coverage afforded will not be canceled or reduced in limits by endorsement for any reason except non-payment of premium, until at least 30 days prior written notice has been given to the Certificate Holder, and at least 10 days prior written notice in the case of non-payment of premium

E. OPINIONS OR ESTIMATES OF CONSTRUCTION COST. Where provided by the CONSULTANT as part of Exhibit I or otherwise, opinions or estimates of construction cost will generally be based upon public construction cost information. Since the CONSULTANT has no control over the cost of labor, materials, competitive bidding process, weather conditions and other factors affecting the cost of construction, all cost estimates are opinions for general information of the CLIENT and the CONSULTANT does not warrant or guarantee the accuracy of construction cost opinions or estimates. The CLIENT acknowledges that costs for project financing should be based upon contracted construction costs with appropriate contingencies.

F. CONSTRUCTION SERVICES. It is agreed that the CONSULTANT and its representatives shall not at any time supervise, direct, control, or have authority over any contractor's work, nor shall CONSULTANT have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at any Project site, nor for any failure of a Contractor to comply with Laws and Regulations applicable to that Contractor's furnishing and performing of its work. CONSULTANT shall not be responsible for the acts or omissions of any Contractor. CLIENT

acknowledges that on-site contractor(s) are solely responsible for construction site safety programs and their enforcement.

G. USE OF ELECTRONIC/DIGITAL DATA

1. Because of the potential instability of electronic/digital data and susceptibility to unauthorized changes, copies of documents that may be relied upon by CLIENT are limited to the printed copies (also known as hard copies) that are signed or sealed by CONSULTANT. Except for electronic/digital data which is specifically identified as a project deliverable for this Agreement or except as otherwise explicitly provided in this Agreement, all electronic/digital data developed by the CONSULTANT as part of the Project is acknowledged to be an internal working document for the CONSULTANT'S purposes solely and any such information provided to the CLIENT shall be on an "AS IS" basis strictly for the convenience of the CLIENT without any warranties of any kind. As such, the CLIENT is advised and acknowledges that use of such information may require substantial modification and independent verification by the CLIENT (or its designees).
2. Provision of electronic/digital data, whether required by this Agreement or provided as a convenience to the Client, does not include any license of software or other systems necessary to read, use or reproduce the information. It is the responsibility of the CLIENT to verify compatibility with its system and long-term stability of media. CLIENT shall indemnify and hold harmless CONSULTANT and its Subconsultants from all claims, damages, losses, and expenses, including attorneys' fees arising out of or resulting from third party use or any adaptation or distribution of electronic/digital data provided under this Agreement, unless such third party use and adaptation or distribution is explicitly authorized by this Agreement.

H. REUSE OF DOCUMENTS

1. Drawings and Specifications and all other documents (including electronic and digital versions of any documents) prepared or furnished by CONSULTANT pursuant to this Agreement are instruments of service in respect to the Project and CONSULTANT shall retain an ownership interest therein. Upon payment of all fees owed to the CONSULTANT, the CLIENT shall acquire a limited license in all identified deliverables (including Reports, Plans and Specifications) for any reasonable use relative to the Project and the general operations of the CLIENT. Such limited license to Owner shall not create any rights in third parties.
2. CLIENT may make and disseminate copies for information and reference in connection with the use and maintenance of the Project by the CLIENT. However, such documents are not intended or represented to be suitable for reuse by CLIENT or others on extensions of the Project or on any other project. Any reuse by CLIENT or, any other entity acting under the request or direction of the CLIENT, without written verification or adaptation by CONSULTANT for such reuse will be at CLIENT'S sole risk and without liability or legal exposure to CONSULTANT and CLIENT shall indemnify and hold harmless CONSULTANT from all claims, damages, losses and expenses including attorney's fees arising out of or resulting from such reuse.

I. CONFIDENTIALITY. CONSULTANT agrees to keep confidential and not to disclose to any person or entity, other than CONSULTANT'S employees and subconsultants any information obtained from CLIENT not previously in the public domain or not otherwise previously known to or generated by CONSULTANT. These provisions shall not apply to information in whatever form that comes into the public domain through no fault of CONSULTANT; or is furnished to CONSULTANT by a third party who is under no obligation to keep such information confidential; or is information for which the CONSULTANT is required to provide by law or authority with proper jurisdiction; or is information upon which the CONSULTANT must rely for defense of any claim or legal action.

J. PERIOD OF AGREEMENT. This Agreement will remain in effect for the longer of a period of three (3) years or until such other expressly identified completion date, after which time the Agreement may be extended upon mutual agreement of both parties.

K. TERMINATION. This Agreement may be terminated:

1. For cause, by either party upon 7 days written notice in the event of substantial failure by other party to perform in accordance with the terms of this Agreement through no fault of the terminating party. For termination by CONSULTANT, cause includes, but is not limited to, failure by CLIENT to pay undisputed amounts owed to CONSULTANT within 120 days of invoice and delay or suspension of CONSULTANT's services for more than 120 days for reasons beyond CONSULTANT'S cause or control; or,
2. For convenience by CLIENT upon 7 days written notice to CONSULTANT.
3. Notwithstanding, the foregoing, this Agreement will not terminate under paragraph IV.K if the party receiving such notice immediately commences correction of any substantial failure and cures the same within 10 days of receipt of the notice.
4. In the event of termination by CLIENT for convenience or by CONSULTANT for cause, the CLIENT shall be obligated to the CONSULTANT for payment of amounts due and owing including payment for services performed or furnished to the date and time of termination, computed in accordance with Section III of this Agreement. CONSULTANT shall deliver and CLIENT shall have, at its sole risk, right of use of any completed or partially completed deliverables, subject to provisions of Paragraph IV. H.
5. In event of termination by CLIENT for cause and in addition to any other remedies available to CLIENT, CONSULTANT shall deliver to CLIENT and CLIENT shall have right of use of any completed or partially completed deliverables, in accordance with the provisions of Paragraph IV.H. CLIENT shall compensate CONSULTANT for all undisputed amounts owed CONSULTANT as of date of termination.

L. INDEPENDENT CONTRACTOR. Nothing in this Agreement is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the CONSULTANT or any of its employees as the agent, representative, or employee of the CLIENT for any purpose or in any manner whatsoever. The CONSULTANT is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

M. CONTINGENT FEE. The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from award or making of this Agreement.

N. NON-DISCRIMINATION. The provisions of any applicable law or ordinance relating to civil rights and discrimination shall be considered part of this Agreement as if fully set forth herein. **The CONSULTANT is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.**

O. ASSIGNMENT. Neither party shall assign or transfer any interest in this Agreement without the prior written consent of the other party.

P. SURVIVAL. All obligations, representations and provisions made in or given in Section IV and Documents Retention clause of this Agreement will survive the completion of all services of the CONSULTANT under this Agreement or the termination of this Agreement for any reason.

Q. SEVERABILITY. Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon CLIENT and CONSULTANT, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

R. CONTROLLING Law. This Agreement is to be governed by the law of the State of Iowa and venued in courts of Iowa; or at the choice of either party, and if federal jurisdictional requirements can be met, in federal court in the district in which the project is located.

S. DISPUTE RESOLUTION. CLIENT and CONSULTANT agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice of dispute prior to proceeding to formal dispute resolution or exercising their rights under law. Any claims or disputes unresolved after good faith negotiations shall then be submitted to mediation using a neutral from the American Arbitration Association Construction Industry roster. If mediation is unsuccessful in resolving the dispute, then either party may seek to have the dispute resolved by bringing an action in a court of competent jurisdiction.

T. CONFLICT OF INTEREST. The CONSULTANT certifies that it does not presently have an interest in real estate, development proposals or have a client with development proposals or real estate interests which are located in the City of Van Meter, or which will directly benefit or be affected by the Project. Furthermore, the CONSULTANT agrees that it will not acquire interest in any real estate or development proposals or accept a contract with any client owning real estate or having a development proposal in the City of Van Meter or which will be directly affected or benefitted by the Project without first notifying and discussing said interest or contract with the CLIENT.

SECTION V - SIGNATURES

THIS INSTRUMENT embodies the whole agreement of the parties, there being no promises, terms, conditions or obligation referring to the subject matter other than contained herein. This Agreement may only be amended, supplemented, modified or canceled by a duly executed written instrument signed by both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in their behalf.

CLIENT: City of Van Meter, Iowa

CONSULTANT: Bolton & Menk, Inc.

Joe Herman, Mayor

Haila R. Maze

Haila Maze, Planning Group Leader | Principal

Attest: Liz Faust, City Administrator

Date

April 28, 2025

Date



**BOLTON
& MENK**

Real People. Real Solutions.

430 E Grand Avenue
Suite 101
Des Moines, IA 50309

Phone: (515) 363-1992
Bolton-Menk.com

April 1, 2025

Jessica Drake
City of Van Meter
310 Mill Street
PO Box 160
Van Meter, IA 50261

RE: Proposal for Planning Assistance

Dear Ms. Drake

It was a pleasure to meet you a few weeks ago and learn more about Van Meter and the projects that are on the horizon over the next several years. I wanted to follow up with a general scope of services that Bolton Menk can provide the city. Bolton & Menk, Inc. has the experience and qualifications to provide professional planning services. Like you, we take great pride in helping create a community that is safe, sustainable, and beautiful. Based on our conversation and experience doing this type of work, we understand what needs to be accomplished for successful planning and development services.

Planning Team

The Bolton & Menk team is intended to serve as an extension of city staff, with close coordination between the city and the team maintained at all times. The proposed team provides the optimum combination of accessibility, efficiency, and specialized expertise.

Bolton & Menk will serve the City of Van Meter using a team approach. I would serve as your project manager and be responsible for all activities performed on behalf of the City of Van Meter. I brings over 24 years of municipal planning and zoning experience to the team. I will be supported by a team of professionals with a depth of experience, including Frannie Nielson and Trey Rouse, who currently provides daily planning services to Windsor Heights and Marshalltown, Iowa.

Bolton & Menk's multidisciplinary approach means we can answer a lot of questions with a quick trip down the hall. If specific technical questions arise during the process, we can answer them, usually without outside consultation or additional cost. In addition to extensive planning experience, our firm has expertise in civil engineering, surveying, landscape architecture, community development, GIS, funding and grant writing, graphic design, communication, historic and cultural resources, environmental services, and many other related areas.

Day-to-Day Services

We can provide this support both in person at Van Meter City Hall and remotely. When remote, permits and projects will be sent directly to Frannie. To keep coordination seamless, we typically have a minimum of 5 business days to complete a full permit review task, although it's very likely we will complete it much sooner.

- David Hockett would serve as project manager. David provides supervision and quality control. He would be available for development review or consultation of complex projects as needed. He will be available remotely or in person for meetings, as needed.

Bolton & Menk is an equal opportunity employer.

- Frannie would be your primary planner and the one you will interact most with. She will be completing the permit and site plan review as you send her the projects. She can also prepare hearing notices and staff reports. She will familiarize herself with your ordinances, Comprehensive Plan, or any other plans of influence. She will be available remotely or in person for meetings, as needed.
- Trey Rouse will support Frannie remotely as well for permit and application reviews and research. Trey will also be available remotely or in person for meetings as needed.

Fee Estimate

Day-to-day services will be billed on an hourly basis and can be adjusted to meet city needs. *We provide a reduced rate of \$108 per hour for the first 10 hours of the month* then per the hourly rate table below. Bolton and Menk does not charge for mileage. 2025 Rates for our key personnel are as follows:

Employee	Hourly Rate
David Hockett, Project Manager	\$216 per hour
Frannie Nielsen, Planner	\$138 per hour
Trey Rouse, Planner	\$148 per hour

Added Services

In addition to our day-to-day planning services, Bolton & Menk can provide a range of additional services tailored to the needs of Van Meter. Our comprehensive brochure outlines these services, showcasing our expertise in areas such as GIS, engineering, environmental assessments, grant writing, and more. We are committed to delivering innovative and effective solutions to support the city's growth and development. Please take a moment to review the brochure to learn more about how we can assist with your specific needs.

I would welcome the opportunity to chat with you more about how we can assist you and the city in its daily planning needs as well as specific projects related to the potential large-scale projects planned over the next year. Please feel free to contact me at 515-363-1992 or david.hockett@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.

David Hockett, AICP
Project Manager/Senior Planner

Bolton & Menk is an equal opportunity employer.

2025 SCHEDULE OF FEES

The following fee schedule is based upon competent, responsible professional services and is the minimum, below which adequate professional standards cannot be maintained. It is, therefore, to the advantage of both the professional and the client that fees be commensurate with the service rendered. Charges are based on hours spent at hourly rates in effect for the individuals performing the work. The hourly rates for principals and members of the staff vary according to skill and experience. The current specific billing rate for any individual can be provided upon request.

The fee schedule shall apply for the period through December 31, 2025. These rates may be adjusted annually thereafter to account for changed labor costs, inflation, or changed overhead conditions.

These rates include labor, general business, and other normal and customary expenses associated with operating a professional business. For projects with typical expenses and unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond typical project expenses, non-routine expenses, and expenses beyond the agreed scope of services, such as out of town travel expenses, long travel distances, large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately. Rates and charges do not include sales tax, if applicable.

Employee Classification	2025 Hourly Billing
Graduate Engineer	\$125-185
Design Engineer	\$125-196
Project Engineer	\$145-215
Senior Project Engineer	\$160-215
Project Manager	\$135-240
Senior Project Manager	\$188-273
Architect	\$186-267
Planner	\$125-168
Senior Planner	\$170-228
Landscape Designer	\$98-196
Landscape Architect	\$148-176
Senior Landscape Architect	\$160-268
Survey Technician ¹	\$90-196
Graduate Surveyor	\$122-190
Licensed Project Surveyor	\$180-225
Technician	\$75-182
Senior Technician	\$125-212
Administrative/Corporate Specialists	\$68-175
Specialist*	\$100-230
Practice Expert**	\$145-363
Principal**	\$175-316
Senior Principal**	\$218-333
GPS/Robotic Survey Equipment ¹	NO CHARGE
CAD/Computer Usage	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photo Copying/Reproduction	NO CHARGE
Field Supplies/Survey Stakes & Equipment	NO CHARGE
Mileage	NO CHARGE

¹ No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for survey technicians.

*Specialized role not classified above otherwise.

**Highly specialized and industry expertise unique to the market or area of discipline.

City of Van Meter
310 Mill Street, PO BOX 160
Van Meter, IA 50261
info@vanmeteria.gov
May 12, 2025

GIS Workshop, LLC dba gWorks
3905 S. 148th Street, Suite 200
Omaha, NE 68144
info@gworks.com

To Whom It May Concern:

This letter serves as notice of non-renewal of gWorks Enterprise by the City of Van Meter effective December 31, 2025. Pursuant to the termination clause within the executed Ordering Document (Reference #20230920-120312968), written notice of non-renewal shall be provided no less than 30 days prior to the end of the then-current term (January 1, 2025 – December 31, 2025).

As per the terms of the Master Services Agreement, the City shall retain access to all of the City's data & Client Materials, desktop applications, web-based services and software until the end of the current term (December 31, 2025). The City shall continue to receive support services, maintenance and upgrades through the end of the current term (December 31, 2025).

Please confirm receipt of this notice of non-renewal upon receipt in writing to info@vanmeteria.gov.

Thank you for your attention to this matter.

Sincerely,

Elizabeth Faust
City Administrator
City of Van Meter



Tobacco
Licensing



< CITY OF VAN METER

Retail Tobacco License Review

CITY OF VAN METER

1600371901



Application Information

Legal Ownership Information

Name of sole proprietor, partnership, corporation, LLC, or LLP	: CASEYS MARKETING COMPANY
Type of ownership	: Corporation
Primary office address	: 1 SE CONVENIENCE BLVD ANKENY IA 50021-9672
Legal Ownership Phone	: 515-381-4090
Legal Ownership Email	: licensingteam@caseys.com

Application Information

City/County Permit Number	: 2024-01
Sales and Use Permit Number	: 125009972
Location Name	: CASEYS #1493
Location Phone Number	: 515-207-6294
Location Address	: 700 DEBRA DR VAN METER IA 50261-9797
Location Mailing Address	: 1 SE CONVENIENCE BLVD ANKENY IA 50021-9672

Renewal	: Yes
Start Date	: 01-Jul-2025
End Date	: 30-Jun-2026
License Fee	: 75.00
Types of Sales	: Over the Counter
Type of Establishment	: Convenience store/gas station
Types of Products Sold	: Cigarettes, Tobacco, Vapor Products, Alternative Nicotine Products
Do you intend to make retail sales to ultimate consumers?	: Yes
Do you have other permits issued under Iowa Code chapter 453A at this retail location? If yes, provide permit number(s) in the next step:	: No

Corporate Officers

Title	Name	Address
PRESIDENT	JAMES, SAMUEL	3204 NE AVERY DR ANKENY IA 50021-6301
ASSISTANT SECRETARY	BEECH, DOUGLAS	729 NE BROOK HAVEN DR ANKENY IA 50021-4529
TREASURER	LARSEN, ERIC	4407 NW 5TH ST ANKENY IA 50023-8841
SECRETARY	FABER, SCOTT	6749 CARDIFF CT JOHNSTON IA 50131-2783
VICE PRESIDENT	JOHNSON, BRIAN	9129 NW 73RD CIR JOHNSTON IA 50131-4836

Suppliers List

File Name	View File
-----------	-----------

File Name	View File
2025 TOBACCO SUPPLIERS.pdf	View File

Decision

Select the decision of whether you approve or deny this permit application.

Iowa Department of Revenue will be issuing a permit number if this application is approved. However, the local authority has the option to also issue a permit number. If the local authority decides to issue a local permit number, it can be entered in the "Local Permit Number" field. Otherwise, only the state-issued permit number will appear on the permit.

Select a Decision *

Approve	Deny
---------	------

Cancel

Save Draft

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Next

>

Your online session will timeout after 30 minutes of inactivity. All unsaved information will be lost.

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Resolution #2025-65

“A Resolution to Approve an Agreement for Professional Services with Veenstra & Kimm – Brookview Annexation Survey Services Agreement”

Whereas, the City Council adopted Resolution #2024-150 Assenting to the Annexation of Certain Real Estate Identified as Lot 1, Lot 7, Lot 8, Lot 9, Lot 10 and Lot 11 of VanMeter Country Estates and Certain Real Estate Owned by Edith Ann Westfall, including certain Non-Consenting Property on December 9, 2024; and

Whereas, the City Development Board & Iowa Secretary of State approved the annexation on April 22, 2025; and

Whereas, there are certain property lines that need to be adjusted as a result of the annexation; and

Whereas, the City Administrator recommends utilizing the services of Veenstra & Kimm to perform the necessary services relating to the realignment of the property lines; now

Therefore, be it resolved by the Van Meter City Council that the Agreement for Professional Services with Veenstra & Kimm for Survey Services is approved and the City Council authorizes the Mayor, City Administrator and/or City Clerk to execute the Agreement on behalf of the City.

Passed and approved this 12th day of May, 2025

Joe Herman, Mayor

ATTEST:

Jessica Drake, City Clerk



VEENSTRA & KIMM INC.

6775 Vista Drive
West Des Moines, Iowa 50266

515.225.8000 // 800.241.8000
www.v-k.net

May 8, 2025

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

VAN METER, IOWA
BROOKVIEW LANE ANNEXATION SURVEY SERVICES
AGREEMENT FOR PROFESSIONAL SERVICES

Enclosed is the Agreement for professional engineering services for the Brookview Lane Annexation Survey Services. The Agreement is to provide survey exhibits and legal descriptions for the Brookview Lane.

Please review the Agreement for Brookview Lane Annexation Survey Services. If the Agreement is satisfactory, please arrange for execution of the document and return one signed copy to this office.

We appreciate the opportunity to continue our relationship with the City of Van Meter through this project for the community and we look forward to providing services for this project.

If you have any questions or comments concerning the project, please contact the writer at 515-225-8000, or rjohnson@v-k.net.

VEENSTRA & KIMM, INC.

Randy Johnson

RMJ:paj
1937-009
Enclosure

AGREEMENT FOR PROFESSIONAL SERVICES

CITY OF VAN METER, IOWA BROOKVIEW LANE ANNEXATION SURVEY SERVICES

THIS AGREEMENT, made this ____ day of _____, 2025 by and between the CITY OF VAN METER, IOWA, hereinafter referred to as the CITY, party of the first part, and VEENSTRA & KIMM, INC. of West Des Moines, Iowa, a corporation organized and existing under the laws of the State of Iowa, hereinafter referred to as the ENGINEERS,

WITNESSETH, THAT WHEREAS, The Brookview Voluntary Annexation petition was presented to the City, and

WHEREAS, the City requested the Engineers to complete the field survey of the Brookview Lane area for the purpose of determining the location of the right-of-way in relationship to both the street lots and public utility easements, and

WHEREAS, the Engineers developed a drawing indicating the locations where the right-of-way of Brookview Lane is proposed to be adjusted so the paved portion of Brookview Lane will be approximately located in the center of the new right-of-way, and

WHEREAS, the City desires the Engineers develop survey exhibits and legal descriptions for lots that will be affected by the new Brookview Lane right-of-way location referred to as the Brookview Lane Annexation Survey Services, and

WHEREAS, the City desires to retain the services of the Engineers for design services for the project.

NOW, THEREFORE, it is hereby agreed by and between the parties hereto the City retains the Engineers to provide professional engineering services for the Project subject to the following terms and conditions:

1. **SCOPE OF PROJECT.** It is understood and agreed the scope of the Project shall consist of:
 - a. Development of Brookview Lane Survey Exhibits for:
 - i Eight (8) Acquisition Plats for right-of-way
 - ii Three (3) Road Vacations without public utility easements
 - iii Seven (7) Road Vacations with public utility easements
 - iv Two (2) Proposed public utility easements
 - b. Development of Brookview Legal Descriptions for:
 - i Eight (8) Acquisition Plats for right-of-way
 - ii Three (3) Road Vacations without public utility easements
 - iii Seven (7) Road Vacations with public utility easements
 - iv Two (2) Proposed public utility easements

- c. Engineer will set survey monuments (pins) for new location of right-of-way.
2. **EASEMENT ACQUISITION DOCUMENTS.** The Engineers shall complete the necessary surveys and prepare plats, easements, vacations, and legal descriptions for the Scope of Project.
 3. **RESPONSIBILITIES OF THE CITY.** The City shall provide property information as needed that would be beneficial for the engineers.
 4. **SERVICES NOT INCLUDED.** Services not included in this Agreement include the following:
 - a. Property acquisition.
 - b. Services associated with any arbitration or litigation that may arise in conjunction with the Project for which the City may be named a party.
 5. **EXTRA WORK.** The fees under this Agreement shall cover the services outlined in this Agreement for the Scope of Project. If the City requires additional services of the Engineers in connection with the Project or changes, or modifies the Scope of Project, the Engineers shall receive additional compensation for such services. Such additional compensation shall be on the basis of the compensation mutually agreed to by the City and the Engineers and set forth in a written amendment to this Agreement.
 6. **COMPENSATION.** The fee for services UNDER THIS Agreement shall be on the basis of the standard hourly fees of the Engineers personnel actually engaged in the performance of the services, plus direct out-of-pocket expenses. The services under this Agreement shall not exceed the sum of Fourteen Thousand Seven Hundred and 00/100 Dollars (\$14,700.00).
 7. **METHOD OF PAYMENT.** The Engineers shall submit monthly invoices for the actual costs for Project services completed to the end of the invoice period. The monthly invoices of the Engineers shall show the total fees due, the amounts paid to date and the balance of the amount of the contract.

Invoices shall be due and payable upon receipt and shall be paid by the City within thirty (30) days of the date of receipt of an approvable invoice.
 8. **TERMINATION OF AGREEMENT.** If, through any cause, the Engineers shall fail to fulfill in a timely and proper manner the obligations under this Agreement, the City shall have the right to terminate this Agreement by specifying the date of termination in a written notice to the Engineers at least ten (10) working days before the termination date. In this event, the Engineers shall be entitled to just and equitable compensation for any satisfactory work completed.

9. **ASSIGNABILITY.** The Engineers shall not assign any interest in this Agreement and shall not transfer any interest in the same without prior written consent of the City.
10. **TITLE TRANSFER.** The products of this Agreement shall be the property of the City. Nothing in this Agreement shall be construed as restricting the right of the Engineers to retain in their possession copies of the products of this Agreement.
11. **CONFIDENTIALITY.** No reports, information and/or data given to or prepared or assembled by the Engineers under this Agreement shall be made available to any individual or organization by the Engineers without the prior written approval of the City.
12. **INSURANCE.** The Engineers shall furnish the Owner with certificates of insurance by insurance companies licensed to do business in the State of Iowa, upon which the Owner is endorsed as an additional named insured, in the following limits. It must be clearly disclosed on the face of the certificates that the coverage is on an occurrence basis.

General Liability*	\$1,000,000/2,000,000
Automobile Liability	\$1,000,000
Excess Liability (Umbrella)*	\$8,000,000/8,000,000
Workers' Compensation, Statutory Benefits Coverage B	\$1,000,000
Professional Liability**,***	\$3,000,000/3,000,000

*Occurrence/Aggregate

** The Owner is not to be named as an additional insured

***Claims made basis

13. **INDEMNIFICATION.** The Engineers shall and hereby agree to hold and save the City harmless from any and all claims, settlements, and judgments, to include all reasonable investigative fees, attorneys' fees, suit and court costs for personal injury, property damage, and/or death arising out of the Engineers' or any of its agents', servants', and employees' errors, omissions or negligent acts for services under this Agreement, and for all injury and/or death to any and all of the Engineers' personnel, agents, servants, and employees occurring under the Workers' Compensation Act of the State of Iowa.
14. **ERRORS OR DEFICIENCIES.** The Engineers shall, without additional compensation, revise any materials prepared under this Agreement if it is determined that the Engineers are responsible for any errors or deficiencies. This provision shall not apply to changes in the Project or Project materials which may result from causes or information which the Engineers could not have reasonably ascertained during the Project design, such as hidden or latent defects or conditions in the existing plant.
15. **LEGAL SERVICES.** The City shall provide the services of an attorney experienced in legal matters pertaining to this type of project. The Engineers shall cooperate with said attorney and shall comply with his requirements as to form of contract documents and procedures relative to them.

16. **COMPLETENESS OF CONTRACT.** This document contains all terms and conditions of this Agreement. Any alterations shall be invalid unless made in writing, signed by both parties and incorporated as an amendment to this Agreement.

The undersigned do hereby covenant and state that this Agreement is executed in duplicate as though each were an original and that there are no oral agreements that have not been reduced to writing in this instrument.

It is further covenanted and stated that there are no other considerations or monies contingent upon or resulting from the execution of this Agreement nor have any of the above been implied by or for any party to this Agreement.

IN WITNESS WHEREOF, the parties hereto have hereunto subscribed their names on the date first written above.

CITY OF VAN METER, IOWA

ATTEST:

By _____
Mayor

By _____
City Clerk

VEENSTRA & KIMM, INC.

ATTEST:

By  _____
Project Manager

By  _____

VEENSTRA & KIMM, INC.
HOURLY RATES BY EMPLOYEE CLASSIFICATION
2024

Management I	\$250.00
Management II	235.00
Process Engineer I	255.00
Client Services I	230.00
Client Services II	150.00
Client Services III	135.00
Client Services IV	105.00
Client Services V	95.00
IT I	191.00
IT II	127.00
IT III	82.00
Funding Specialist I	141.00
Funding Specialist II	125.00
Engineer I-A	237.00
Engineer I-B	223.00
Engineer I-C	218.00
Engineer I-D	204.00
Engineer II-A	198.00
Engineer II-B	187.00
Engineer III-A	176.00
Engineer III-B	170.00
Engineer III-C	165.00
Engineer IV	157.00
Engineer V	149.00
Engineer VI	140.00
Engineer VII	135.00
Engineer VIII	129.00
Engineer IX	121.00
Engineer X	106.00
Engineer XI	96.00
Engineer XII	88.00
Design Technician I	138.00
Design Technician II	120.00
Design Technician III	107.00
Architect I	193.00
Architect II	167.00
Architect III	150.00
Planner I	151.00
Planner II	107.00
Planner III	98.00
Drafter IA	136.00
Drafter IB	125.00
Drafter II	120.00
Drafter III	115.00
Drafter IV	105.00
Drafter V	95.00

Drafter VI.....	85.00
Drafter VII.....	75.00
Clerical I.....	95.00
Clerical II.....	89.00
Clerical III.....	77.00
Clerical IV.....	67.00
Clerical V.....	57.00
Construction Engineer I.....	225.00
Construction Engineer II.....	145.00
Construction Engineer III.....	128.00
Construction Engineer IV.....	107.00
Surveyor I.....	163.00
Surveyor II.....	145.00
Technician I.....	122.00
Technician II.....	108.00
Technician III.....	99.00
Technician IV.....	95.00
Technician V.....	90.00
Technician VI.....	80.00
Technician VII.....	72.00
Technician VIII.....	65.00
Technician IX.....	54.00
Building Inspector I.....	220.00
Building Inspector I-A.....	154.00
Building Inspector II.....	119.00
Building Inspector III.....	95.00
Accounting I.....	196.00
Accounting II.....	142.00
Accounting III.....	126.00
Accounting IV.....	99.00
Accounting V.....	91.00
Administrative Assistant II.....	108.00
Design Engineer I.....	120.00
Engineer Intern.....	102.00
Office Coordinator.....	122.00
Principal of Firm I.....	235.00
Project Engineer I.....	135.00
Project Engineer II.....	152.00
Project Engineer III.....	161.00
Project Engineer IV.....	174.00
Project Manager I.....	121.00
Senior Project Engineer I.....	155.00
Senior Project Engineer II.....	168.00
Senior Project Engineer III.....	182.00
Senior Project Engineer IV.....	187.00
Senior Project Manager IV.....	218.00
Senior Technician IV.....	157.00
Engineering Technician I.....	120.00
Engineering Technician II.....	124.00
Engineering Technician III.....	149.00

REIMBURSABLES AND EQUIPMENT RATES

GPS / Robotics	35.00
Tablet	45.00
Fluoroscope	50.00
4-Wheeler	50.00
Drone.....	75.00
Mileage.....	IRS Rate

Agenda Item #8

Public Hearings

a) Second Reading of Proposed Amendment to Chapter 92 Water Rates

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

City Councilmember: _____ So moved.

City Councilmember: _____ Second.

Mayor: All in favor? _____ Yes _____ No

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

City Clerk: This amendment will amend Section 92.06(4) to reference the fee schedule as opposed to a stated \$25.00 fee and will provide clarity to section 92.10 creating a snow bird disconnection policy and 92.11 (no longer applicable). This is the first reading of a proposed water rate increase. This is a single year rate increase of 5% effective July 1, 2025. Rates will increase to:

	First 2,000 Gallons	Over 2,000 per Month/1,000 gallons
In City	\$28.44	\$6.48
Out of City	\$94.94	\$21.66

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

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

City Councilmember: _____ So moved.

City Councilmember: _____ Second.

Mayor: All in favor? _____ Yes _____ No

Mayor: The public hearing is closed as of _____p.m. There will be 1 additional rate readings of the proposed water rate changes.

b) Second Reading of Proposed Amendment to Chapter 99 Sewer Charges

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

City Councilmember: _____ So moved.

City Councilmember: _____ Second.

Mayor: All in favor? _____ Yes _____ No

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

City Clerk: This is the first reading of a proposed sewer rate increase. This is a single year rate increase of 5% effective July 1, 2025. Rates will increase to:

	First 2,000 Gallons	Over 2,000 per Month/1,000 gallons
In City	\$28.12	\$8.26
Out of City	\$89.55	\$26.31

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

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

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

Mayor: All in favor? _____ Yes _____ No

Mayor: The public hearing is closed as of _____p.m. There will be 1 additional rate readings of the proposed sewer rate changes.

c) First Reading of Proposed Amendment to Chapter 106 Collection of Solid Waste Collection

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

City Councilmember: _____ So Moved. **City Councilmember:** _____ Second.

Mayor: All in favor? _____ Yes _____ No

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

City Clerk: The amendment will amend Section 106.08 Collection of Fees of Chapter 16 Collection of Solid Waste by increasing the rates 3% due to the rate increase in the City's contract with Waste Connections. The first increase will take effect on August 1, 2025 and the second on July 1, 2026. The fees reflected below are billed monthly.

Service Type	Effective 07/01/2022	Effective 07/01/2025	Effective 07/01/2026
Residential	\$ 22.50	\$ 23.18	\$ 23.87
Extra Residential Solid Waste Cart Rental	\$ 10.00	\$ 10.30	\$ 10.61
Extra Residential Recycling Cart Rental	\$ 8.50	\$ 8.76	\$ 9.02
Extra Bag Sticker	\$ -	\$ -	\$ -
Bulkey Bag Sticker	\$ -	\$ -	\$ -
Commercial Light Use 1x/Week	\$ 34.41	\$ 35.44	\$ 36.51
Commercial Light Use 2x/Week	\$ 68.82	\$ 70.88	\$ 73.01
Commercial Heavy Use 1x/Week: 1.5Y	\$ 67.43	\$ 69.45	\$ 71.53
2Y	\$ 83.50	\$ 86.01	\$ 88.59
3Y	\$ 115.76	\$ 119.24	\$ 122.81
4Y	\$ 155.13	\$ 159.78	\$ 164.57
6Y	\$ 212.79	\$ 219.17	\$ 225.75
Commercial Heavy Use 2x/Week: 1.5Y	\$ 134.85	\$ 138.90	\$ 143.06
2Y	\$ 167.00	\$ 172.01	\$ 177.17
3Y	\$ 231.54	\$ 238.48	\$ 245.64
4Y	\$ 296.35	\$ 305.24	\$ 314.40
6Y	\$ 425.56	\$ 438.33	\$ 451.48

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

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

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

Mayor: All in favor? _____Yes _____No

Mayor: This public hearing is closed as of _____pm. There will be 2 additional rate readings of the proposed solid waste rate changes.

d) Proposed Addition of Chapter 174 Mailboxes to the Code of Ordinances

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

City Councilmember:_____ So Moved. **City Councilmember:**_____ Second.

Mayor: All in favor? _____ Yes _____ No

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

City Clerk: Chapter 174 Mailboxes defines the standards for mailboxes for both new developments and for the City's practice going forward as street repairs and water main replacement projects happen. Benefits of Cluster Mailbox Units include streamlined mail delivery, cost savings to the homeowner, less impact in the City Right of Way and for snow plowing purposes and enhanced mail delivery security. This is something supported by Public Works, the postal service and our building/zoning official. This would not require that residents with existing stand alone mail boxes move to a cluster box unless a city project relocates the current mail boxes.

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

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

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

Mayor: All in favor? _____Yes _____No

Mayor: This public hearing is closed as of _____pm. There will be 2 additional rate readings of the proposed solid waste rate changes.

The public hearings are all closed.

NOTICE OF PUBLIC HEARING

YOU ARE HEREBY NOTIFIED THAT on the 12th day of May, 2025, the Van Meter City Council, at its regular business meeting at 7 PM at the Van Meter United Methodist Church, 100 Hazel Street, Van Meter Iowa, will read the first reading of a proposed ordinance amending Chapter 92 Water Rates of the Van Meter Code of Ordinances – 2nd Reading. You are invited to attend and comment. Written comments may be submitted to Jess Drake – City Clerk, PO Box 160, Van Meter, Iowa or emailed to jdrake@vanmeteria.gov no later than 5:00pm on the day of the hearing.

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

Joe Herman, Mayor

ATTEST:

Jessica Drake, City Clerk

NOTICE OF PUBLIC HEARING

YOU ARE HEREBY NOTIFIED THAT on the 12th day of May, 2025, the Van Meter City Council, at its regular business meeting at 7 PM at the Van Meter United Methodist Church, 100 Hazel Street, Van Meter Iowa, will consider a proposed amendment to Chapter 96 Building Sewers and Connections of the Van Meter Code of Ordinances – 2nd Reading. You are invited to attend and comment. Written comments may be submitted to Jess Drake – City Clerk, PO Box 160, Van Meter, Iowa or emailed to jdrake@vanmeteria.gov no later than 5:00pm on the day of the hearing.

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

Joe Herman, Mayor

ATTEST:

Jessica Drake, City Clerk

NOTICE OF PUBLIC HEARING

YOU ARE HEREBY NOTIFIED THAT on the 12th day of May, 2025, the Van Meter City Council, at its regular business meeting at 7 PM at the Van Meter United Methodist Church, 100 Hazel Street, Van Meter Iowa, will consider a proposed amendment to Chapter 106 Collection of Solid Waste of the Van Meter Code of Ordinances. You are invited to attend and comment. Written comments may be submitted to Jess Drake – City Clerk, PO Box 160, Van Meter, Iowa or emailed to jdrake@vanmeteria.gov no later than 5:00pm on the day of the hearing.

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

Joe Herman, Mayor

ATTEST:

Jessica Drake, City Clerk

NOTICE OF PUBLIC HEARING

YOU ARE HEREBY NOTIFIED THAT on the 12th day of May, 2025, the Van Meter City Council, at its regular business meeting at 7 PM at the Van Meter United Methodist Church, 100 Hazel Street, Van Meter Iowa, will consider a proposed addition of Chapter 174 Mailboxes to the Van Meter Code of Ordinances. You are invited to attend and comment. Written comments may be submitted to Jess Drake – City Clerk, PO Box 160, Van Meter, Iowa or emailed to jdrake@vanmeteria.gov no later than 5:00pm on the day of the hearing.

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

Joe Herman, Mayor

ATTEST:

Jessica Drake, City Clerk

Agenda Item #09

Discussion and Consideration:

Ordinance #2025-11 – Addition of Chapter 174 Mailboxes to the Van Meter Code of Ordinances

Submitted for: **Discussion and Consideration**

Chapter 174 Mailboxes defines the standards for mailboxes for both new developments and for the City's practice going forward as street repairs and water main replacement projects happen. Benefits of Cluster Mailbox Units include streamlined mail delivery, cost savings to the homeowner, less impact in the City Right of Way and for snow plowing purposes and enhanced mail delivery security. This is something supported by Public Works, the postal service and our building/zoning official. This would not require that residents with existing standalone mailboxes move to a cluster box unless a city project relocates the current mailboxes.

Recommendation: **Approval**

Sample Language: **Motion to make this the first and final reading of Ordinance #2025-11 An Ordinance Adding Chapter 174 Mailboxes to the Van Meter Code of Ordinances, waiving the requirement for subsequent readings and moving to approval and adoption of said Ordinance, directing the City Clerk to cause said Ordinance to be published in the newspaper of record for the City.**

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

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

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

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

ORDINANCE NO. 2025-11

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY VAN METER, IOWA, BY ADDING CHAPTER 174 - MAILBOXES

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF VAN METER, IOWA:

SECTION 1. The Code of Ordinances of the City of Van Meter, Iowa, as amended, is further amended by adding Chapter 174 - Mailboxes as shown herein:

CHAPTER 174 MAILBOXES

174.01 Purpose

174.02 Definitions

174.03 Visibility; Obstruction

174.04 Cluster-style Mailbox Required in New Developments

174.05 Cluster-style Mailbox Requirements

174.06 Curbside Mailbox Requirements

174.07 Custom-built Mailbox Requirements

174.08 Responsibilities of Property Owner

174.09 Responsibilities of City and/or Utility

174.01 PURPOSE.

The City's Right-Of-Way is held by the City primarily for the purpose of pedestrian and vehicular passage and for the City's provision of essential public safety services, including police, fire and emergency medical response services, and public health services, including sanitary sewer, water, and storm drainage. The purpose of this chapter is to provide standards for mailboxes in order to maintain the safety and the visual character of the City's Right-Of-Way.

174.02 DEFINITIONS.

For use in this chapter, the following terms are defined

1. "Breakaway support" means a supporting post which shall be no larger than a 4-inch x 4-inch wood post or a metal post with a strength no greater than a 2-inch diameter schedule 40 steel pipe and which is buried no more than 24 inches deep. Such a support post shall not be set in concrete unless specifically designed as a breakaway support system as defined in A Guide for Erecting Mailboxes on Highways published by the American Association of State Highway and Transportation Officials, May 24, 1984 (ASHTO).
2. "Clear zone" means an unobstructed flat area adjacent to the traveled portion of a roadway that is used for the recovery of errant vehicles.
3. "Cluster-style mailbox" means a style whereby mailboxes, meeting the specifications of the United States Postal Service (USPS) with the inscription plainly legible "U.S. MAIL" and "APPROVED BY THE POSTMASTER GENERAL," are assembled and grouped together on a single area of land so that they are regarded as one unit. Cluster-style mailboxes must be manufactured cluster-style mailboxes approved by both the City and the USPS.
4. "Curbside mailbox" means a mailbox consisting of a lightweight sheet metal or plastic box meeting the specifications of the United States Postal Service (USPS) with the inscription plainly legible "U.S. MAIL" and "APPROVED BY THE POSTMASTER

GENERAL," which is erected at the edge of a roadway or curbside of a street and is mounted on a breakaway support post, and is intended or used for the collection of mail and is to be served by a mail carrier from a vehicle.

5. "Custom-built mailbox" means a mailbox erected at the edge of a roadway or curbside of a street constructed using materials that do not meet the definition of a "curbside mailbox" and "breakaway support."

174.03 VISIBILITY; OBSTRUCTION.

All mailboxes must be erected:

1. Away from the intersection of any street and, in no case closer than 75 feet measured from the centerline of the intersecting street, in order to prevent obstruction of free and clear vision; and
2. Away from any location where, by reason of the position, shape, or color, it may interfere with, obstruct the view of or be confused with any authorized traffic control device.

174.04 CLUSTER-STYLE MAILBOX REQUIRED.

All new residential or commercial developments constructed after the enactment of the regulations contained in this chapter and which are situated on any public street, avenue, or other roadway that is maintained by the City and receive curbside delivery of mail shall have cluster-style mailboxes. Any housing development constructed and already receiving mail service before the regulations in this chapter are enacted is not required to have cluster-style mailboxes unless at the City's expense as a result of a City Public Infrastructure project including but not limited to road, water or sewer improvement projects.

174.05 CLUSTER-STYLE MAILBOX REQUIREMENTS.

Cluster-style mailboxes serving housing developments situated on any public street or roadway shall be located between the sidewalk and curb, outside of the three-foot (3') clear zone. Cluster-style mailboxes shall not be installed anywhere within a cul-de-sac bulb. Cluster-style mailboxes shall have a 4' concrete access from the public street and the public sidewalk. The location of the cluster-style mailboxes shall not exceed 300 feet from the property line of those residents served by that cluster-style mailbox. Cluster-style boxes shall be located on property lines on the same side as what the future no-parking areas will be, and the cluster-style mailboxes shall be located within 100 feet of intersections with existing pedestrian ramps when not in conflict with the previously stated requirements. The location of the cluster-style mailbox is to be approved by the City and by the USPS.

The cost of installation, including but not limited to box units and concrete pad, shall be borne by the developer unless as a result of a City sponsored project in which the City will bear the cost and subsequent maintenance shall be carried out by the USPS.

No driveway or street access shall be constructed within five (5) feet of a cluster-style mailbox.

174.06 CURBSIDE MAILBOX REQUIREMENTS.

While curbside mailboxes may be installed in developments constructed and already receiving mail service before the adoption of this chapter, the mailbox owner must comply with the following installation requirements:

1. The bottom of the mailbox shall be 42 inches from the top of curb. On streets without curbs, the bottom of the mailbox shall be 48 inches from the edge of pavement, as defined

by USPS installation requirements.

2. Lateral placement of the mailbox shall be 6 inches to 8 inches from the face of the curb, as defined by USPS installation requirements.
3. The mailbox support post shall be of a “breakaway support” design, as defined by AASHTO.
4. The post-to-box attachment shall be of sufficient strength to prevent the box from separating from the post if a vehicle strikes the post.

174.07 CUSTOM-BUILT MAILBOX REQUIREMENTS.

A custom-built mailbox may be installed in developments constructed and already receiving mail service before the adoption of this chapter if an application for approval of a custom-built mailbox is submitted to the City for review and is approved. A custom-built mailbox must conform to the following requirements and the rules set forth in the application:

1. The structure supporting the mailbox shall be at least 12 inches from the back of curb.
2. The mailbox structure shall not exceed the dimensions of 2 feet in width, 2 feet in depth, 5 feet in height.
3. The mailbox structure shall be located on a concrete pad, 2 feet 6 inches wide, 2 feet 6 inches deep, and 4 inches thick. The mailbox structure shall not be permanently affixed to the concrete pad in an attempt to make structure rigid.
4. The local postmaster shall approve and sign off on the application before submittal to the City.

174.08 RESPONSIBILITIES OF PROPERTY OWNER.

The purchase, installation, and maintenance of mailboxes are the responsibility of the property owner. When two or more property owners share a mailbox post, they are equally responsible for the purchase, installation, and maintenance of the post and each property owner is responsible for their individual mailbox.

174.09 RESPONSIBILITIES OF CITY AND/OR UTILITY.

Any type of mailbox located in the City Right-Of-Way is subject to damage or destruction, at any time, as a result of the City or a person with a utility easement entering upon the City Right-Of-Way to construct, repair or maintain the utilities located in the City Right-Of-Way or as a result of the City engaging in activities to maintain the public street or Right-Of-Way, such as snow removal, pavement repair or street cleaning. If any mailbox located in the City Right-Of-Way is damaged during such activities, the City or the utility that damaged the mailbox shall either replace the mailbox with a standard curbside mailbox that complies with Section 174.06 of this chapter or reimburse the property owner for the repair or replacement of the mailbox up to a maximum replacement amount set by the City Council in a resolution.

SECTION 2. Repealer. All ordinances or parts of ordinances in conflict herewith be and the same are hereby repealed to the extent of such conflict.

SECTION 3. Severability Clause. If any section, provision or part of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 4. When Effective. This Ordinance shall be in effect from and after its final

passage, approval and publication as provided by law.

Passed and approved by the Council on the 12th of May, 2025..

ATTEST:

Joe Herman, Mayor

Jessica Drake, City Clerk

First Reading: May 12, 2025

Second Reading: WAIVED

Third Reading: WAIVED

I certify that the foregoing was published as Ordinance No. 2025-11 on the ____ day of May, 2025.

ATTEST:

Jessica Drake, City Clerk

Agenda Item #10

Discussion and Consideration:

Change Order Request – Arlington Avenue Street Project

Submitted for: **Discussion and Consideration**

Change Order Request #1 provides compensation to the contractor for trench compact testing, maintenance of solid waste collection, adding temporary granular surfacing and increasing mobilization to keep existing sidewalk in place for residents to access their homes. This will increase the project cost by \$19,230 bringing the total project cost to \$612,037.75. City Engineer Johnson will be available at the meeting for additional questions.

Recommendation: **Approval**

Sample Language: **Motion to adopt Resolution #2025-66**

**Approving Change Order Request #1 for the Arlington Avenue
Street Project**

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

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

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

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

Resolution #2025-66

“A Resolution to Approve Change Order #1 – Arlington Avenue Street Project”

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

Whereas, the Contractor, City Engineer and Public Works director have identified the need for a change order pertaining to trench compact testing, solid waste collection, temporary granular surfacing, and sidewalk mobilization in the amount of \$19,230.00; and

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

Therefore, be it resolved by the Van Meter City Council that the Change Order #1 for the Arlington Avenue Street Project is accepted & approved and the City Council authorizes the Mayor, City Administrator and/or City Clerk to execute the Agreement on behalf of the City.

Passed and approved this 12th day of May, 2025

Joe Herman, Mayor

ATTEST:

Jessica Drake, City Clerk



VEENSTRA & KIMM INC.

6775 Vista Drive
West Des Moines, Iowa 50266

515.225.8000 // 800.241.8000
www.v-k.net

May 6, 2025

CHANGE ORDER NO. 1

CITY OF VAN METER, IOWA
ARLINGTON AVENUE

Change Order No. 1 is to provide compensation to the Contractor for the following changes to the Arlington Avenue project:

- Add trench compaction testing for utility trenches and moisture, density, and subgrade stabilization testing for Arlington Avenue Subgrade Preparation.
- Add maintenance of solid waste collection for the project.
- Add granular surfacing for temporary sidewalk access as needed for the project.
- Add a second mobilization to the project. The City has requested the existing sidewalks remain in place to allow residents to access their homes on a hard surface instead of temporary dirt surface.

The cost adjustment for the change order is based on negotiated unit prices as follows:

Change Order No. 1 makes the following modifications to the contract:

Add Item CO 1.1, 1 LS of *"Trench Compaction Testing"*
Add Item CO 1.2, 1 LS of *"Maintenance of Solid Waste Collection"*
Add Item CO 1.3, 30 TON of *"Granular Surfacing, 6"*
Add Item 11.2, 0.067 LS of *"Mobilization"*

New Item CO 1.1 Description: *"See Standard Specification Sections 2010 and 3010; this item is to compensate the Contractor for providing all labor, materials, and equipment necessary for trench compaction testing and moisture, density and subgrade stabilization testing."*

New Item CO 1.2 Description: *"See Standard Specification Section 11,030; this item is to compensate the Contractor for providing all labor, materials, and equipment necessary for maintenance of solid waste collection."*

New Item CO 1.3 Description: *"See Standard Specifications Section 2010; this item is to compensate the Contractor for providing all labor, materials, and equipment for temporary granular surfacing of driveways and sidewalk access to resident as directed by the City; Use IDOT Class A crushed stone; item includes removal as directed."*

The price breakdown for the changes to the scope of work listed above is as follows:

	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
Item CO 1.1	1 LS	\$6,200.00	\$6,200.00
Item CO 1.2	1 LS	\$6,500.00	\$6,500.00
Item CO 1.3	30 TON	\$72.50	\$2,175.00
Item 11.2	0.067	\$65,000	<u>\$4,355.00</u>
	TOTAL		\$19,230.00

Change Order No. 2 Increases the contract amount by \$19,230.00.

Completion Date

Change Order No. 1 changes the Project Completion Date as follows:

- Substantial Completion including all PCC pavements, PCC sidewalks and PCC driveways by August 15, 2025.
- Final Completion including surface restoration by September 1, 2025.

ALLIANCE CONSTRUCTION GROUP, LLC

CITY OF VAN METER, IOWA

By cjc Clint Carpenter

By _____

Title Project Manager

Title _____

Date May 7, 2025

Date _____

VEENSTRA & KIMM, INC.

By Randy Johnson

Title Engineer

Date May 7, 2025



VEENSTRA & KIMM INC.

6775 Vista Drive
West Des Moines, Iowa 50266

515.225.8000 // 800.241.8000
www.v-k.net

May 7, 2025

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

VAN METER, IOWA
ARLINGTON AVENUE
CHANGE ORDER NO. 1

Enclosed are three copies of Change Order No. 1 for Arlington Avenue improvement project. Change Order No. 1 provides compensation to the Contractor for trench compaction testing, maintenance of solid waste collection, adding temporary granular surfacing, and increasing mobilization to keep existing sidewalk in place as a hard surface for residents to access their homes. Change Order No. 1 increases the contract amount by \$19,230.00.

Veenstra & Kimm, Inc. has reviewed and recommends approval of Change Order No 1. Upon approval of Change Order No. 1, please sign and return one copy of Change Order No. 1 to our office and one copy to Alliance Construction Group, LLC.

If you have any questions or comments, please contact us at 515-225-8000.

VEENSTRA & KIMM, INC.

A handwritten signature in blue ink, appearing to read 'Randy Johnson'.

Randy Johnson, P.E.

193108
Enclosures

Agenda Item #11

Discussion and Consideration:

Resolution #2025-67 Setting Date of Public Hearing – FY25 Budget Amendment #2

Submitted for: **Discussion and Consideration**

The budget amendment done in early 2025 was primarily to account for the increase in expenditures slated for the public infrastructure projects related to Microsoft. Since those projects will not be taking place in FY25, staff has prepared an amendment removing the project costs related to those projects. A public hearing is necessary. The hearing notice is scheduled to run in the Des Moines Register on May 27, 2025.

Recommendation: **Approval**

Sample Language: **Motion to adopt Resolution #2025-67 Setting Date of Public Hearing – FY25 Budget Amendment #2 for Monday, June 9, 2025 at 7:00pm at the United Methodist Church located at 100 Hazel Street.**

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

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

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

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

Resolution #2025-67

“A Resolution Setting Date of Public Hearing for a Proposed Budget Amendment for FY25”

Whereas, the City of Van Meter has reviewed the budgeted to actual costs and projected projects for the remainder of the year and has determined that a budget amendment is necessary; and

Whereas, the City must hold a public hearing regarding the proposed amendment; now

Therefore, be it resolved by the Van Meter City Council, that the Public Hearing for a Proposed Budget Amendment to the FY25 Certified Budget is set for Monday, June 9, 2025 at 7:00pm at the Van Meter United Methodist Church located at 100 Hazel Street, Van Meter, IA 50261.

Be it Further Resolved, the City Clerk is directed to publish the notice of hearing as required by law as well as online at www.vanmeteria.gov.

Passed and approved this 12th day of May, 2025

Joe Herman, Mayor

ATTEST:

Jessica Drake, City Clerk

Set to publish 5/27/25

NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET

City of VAN METER
Fiscal Year July 1, 2024 - June 30, 2025

The City of VAN METER will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2025

Meeting Date/Time: 6/9/2025 07:00 PM**Contact:** Jessica Drake**Phone:** (515) 996-2644**Meeting Location:** Van Meter United Methodist Church
Fellowship Hall
100 Hazel Street
Van Meter, IA 50261

There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing. Budget amendments are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult <https://dom.iowa.gov/local-gov-appeals>.

REVENUES & OTHER FINANCING SOURCES		Total Budget as Certified or Last Amended	Current Amendment	Total Budget After Current Amendment
Taxes Levied on Property	1	802,064	0	802,064
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Net Current Property Tax	3	802,064	0	802,064
Delinquent Property Tax Revenue	4	0	0	0
TIF Revenues	5	345,000	0	345,000
Other City Taxes	6	626,427	0	626,427
Licenses & Permits	7	107,075	0	107,075
Use of Money & Property	8	77,000	0	77,000
Intergovernmental	9	945,000	0	945,000
Charges for Service	10	1,100,000	0	1,100,000
Special Assessments	11	1,400	0	1,400
Miscellaneous	12	450,000	0	450,000
Other Financing Sources	13	7,500,000	-7,500,000	0
Transfers In	14	3,200,000	0	3,200,000
Total Revenues & Other Sources	15	15,153,966	-7,500,000	7,653,966
EXPENDITURES & OTHER FINANCING USES				
Public Safety	16	753,135	0	753,135
Public Works	17	571,400	0	571,400
Health and Social Services	18	0	0	0
Culture and Recreation	19	357,900	0	357,900
Community and Economic Development	20	209,300	0	209,300
General Government	21	357,500	0	357,500
Debt Service	22	251,400	0	251,400
Capital Projects	23	9,000,000	-7,500,000	1,500,000
Total Government Activities Expenditures	24	11,500,635	-7,500,000	4,000,635
Business Type/Enterprise	25	1,435,000	0	1,435,000
Total Gov Activities & Business Expenditures	26	12,935,635	-7,500,000	5,435,635
Transfers Out	27	3,200,000	0	3,200,000
Total Expenditures/Transfers Out	28	16,135,635	-7,500,000	8,635,635
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	-981,669	0	-981,669
Beginning Fund Balance July 1, 2024	30	4,614,558	0	4,614,558
Ending Fund Balance June 30, 2025	31	3,632,889	0	3,632,889

Explanation of Changes: Amending to remove the Public Infrastructure projects related to Economic Development Activities previously slated for FY25

Agenda Item #12

Discussion and Consideration:

Resolution #2025-68 Approving a Fee Schedule for the City of Van Meter

Submitted for: **Discussion and Consideration**

The City has been updating code to refer to a fee schedule approved by resolution of Council as opposed to setting fees within the ordinance whenever possible. **There resolution will be provided on Monday.**

Recommendation: **Approval**

Sample Language: **Motion to adopt Resolution #2025-68 Approving a Fee Schedule for the City of Van Meter**

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

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

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

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

Agenda Item #13

Discussion and Consideration:

Resolution #2025-69 Approving Tax Abatement for Certain Properties as a Result of Annexation - Brookview

Submitted for: **Discussion and Consideration**

Pursuant to the pre-annexation agreements signed as part of the consenting, non-voluntary annexation of certain parcels are eligible for tax abatement. Since the annexation has been accepted by Council, approved by the City Development Board, received and filed with the Secretary of State and recorded with the County, the tax abatement should be processed.

Recommendation: **Approval**

Sample Language: **Motion to adopt Resolution #2025-69 Approving Tax
Abatement for Certain Properties as a Result of Annexation - Brookview**

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

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

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

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

Resolution #2025-69

“A Resolution to Approve Tax Abatement for Certain Properties as a Result of Annexation – Brookview Annexation”

Whereas, the City Council adopted Resolution #2024-150 Assenting to the Annexation of Certain Real Estate Identified as Lot 1, Lot 7, Lot 8, Lot 9, Lot 10 and Lot 11 of VanMeter Country Estates and Certain Real Estate Owned by Edith Ann Westfall, including certain Non-Consenting Property on December 9, 2024; and

Whereas, the City Development Board & Iowa Secretary of State approved the annexation on April 22, 2025; and

Whereas, pursuant to the Pre-Annexation Agreements, the following properties are eligible for the tax abatement following the schedule below pursuant to Iowa Code §368.7; and

Eligible Properties

2644 Brookview Lane – Porter Family Living Trust
2668 Brookview Lane – James R & Gwendolyn M Folkerts
2672 Brookview Lane – Tracy R Foreman
2676 Brookview Lane – Benjamin M & Stephanie Y Clark
2680 Brookview Lane – Austen & Sarah Hassebrock
2684 Brookview Lane – Timothy D & Cheryl Costlow

Tax Abatement Schedule

For the first and second years, seventy-five percent (75%)
For the third and fourth years, sixty percent (60%)
For the fifth and sixth years, forty-five percent (45%)
For the seventh and eighth years, thirty percent (30%)
For the ninth and tenth years, fifteen percent (15%)

Whereas, the City Administrator recommends approval of tax abatement for the aforementioned properties; now

Therefore, be it resolved by the Van Meter City Council tax abatement for the aforementioned properties is approved and directs the City Clerk to forward this Resolution to the County Assessor and provide all requested information to them for review and approval.

Passed and approved this 12th day of May, 2025

Joe Herman, Mayor

ATTEST:

Jessica Drake, City Clerk

Agenda Item #14

Discussion and Consideration:

Termination Notice – Lee Township 28E

Submitted for: **Discussion and Consideration**

Staff performed an in-depth analysis of the township contributions in from townships in Madison County in late 2024-2025 and was able to determine what was owed by Lee Township. The balance through the end of FY24 was paid in February 2025. Around that time, an issue was discovered in the territory assignment vs. who was providing service with Winterset for a handful of parcels south of 120th Street. It was determined that when Norwalk terminated their 28E and the territory was split between Winterset & VM, the parcels in question were assigned to VM for tax purposes but Winterset had historically serviced the territory and continued to. This went on for over a year and now staff is going through the parcels to determine what revenue should have been directed to Winterset since they provided the services.

The City had proposed a few different times that the township consider having the contributions sent by ACH directly to the City to eliminate the late payments and to help with the confusion about what was owed since the County allocates those dollars anyway. The City provided an amendment for the township to review in February 2025 that included a correction to the territory and provided for ACH payment. The township opted not to review or accept the amendment. The township is currently past due for the contributions that were due as of December 15, 2024.

The township is also very far in proximity to the department. Upon review & discussion, staff recommends consideration of termination of the 28E effective December 31, 2026 pursuant to the agreement.

Recommendation: **Approval**

Sample Language: **Motion to proceed with termination of the 28E with Lee Township for fire protection.**

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

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

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

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

City of Van Meter
310 Mill Street, PO BOX 160
Van Meter, IA 50261
info@vanmeteria.gov
May 12, 2025

Lee Township
Board of Trustees
2974 – 120th Street
Van Meter, IA 50261

Board of Trustees:

This letter serves as notice of termination of the Agreement for Fire Protection Services between the City of Van Meter, Iowa and Lee Township, Madison County, Iowa effective December 31, 2026 pursuant to Section 18 of the agreement executed on August 24, 2023 and amended on April 29, 2024.

The City shall continue to provide fire protection services at the mill rate of .4050 dollars per \$1,000 in assessed valuation until December 31, 2026. The Township shall continue to pay the City the portion of property tax prorated for the defined service area in the 2024 Amendment on the following payment schedule:

- **Assessment Year 2023, Fiscal Year 2025 (July – December due 12/15/24)**
- Assessment Year 2023, Fiscal Year 2025 (December – June due 06/15/25)
- Assessment Year 2024, Fiscal Year 2026 (July – December due 12/15/25)
- Assessment Year 2024, Fiscal Year 2026 (December – June due 06/15/26)
- Assessment Year 2025, Fiscal Year 2027 (July – December due 12/15/26)
- Assessment Year 2026, Fiscal Year 2027 (December – June due 06/15/27)
- Assessment Year 2026, Fiscal Year 2028 (July – December due 12/15/28)

Please confirm receipt of this notice of non-renewal upon receipt in writing to info@vanmeteria.gov.

Thank you for your attention to this matter.

Sincerely,

Elizabeth Faust
City Administrator
City of Van Meter

Agenda Item #15

Discussion: Draft Policy Manual

Submitted for: **Discussion**

Attached is a draft of the Policy Manual for Council consideration. This was an effort that came after the City's last audit. This is still a working document and will be sent to the City Attorney for review.

Staff would like Council to review the draft and provide comments prior to the June 9, 2025 meeting.

1.01.01 ACCOUNTING AND CASH HANDLING PROCEDURES

1. PURPOSE

The purpose of this policy is to define and communicate the acceptable procedures for accounting and cash handling operations in order to ensure clear and consistent practices and minimize opportunities for loss and those potentially involved in an investigation of losses of funds.

2. CASH TRANSACTIONS

A. Patrons conducting a cash transaction will be encouraged to receive a receipt and will be provided a copy. All instances involving a cash transaction will require a receipt printed out from the City's accounting system. If a system receipt is not available, then a receipt will be completed in the sequentially numbered receipt book.

B. In most instances, the Deputy Clerk will receive a payment and must record it in the computer, or in the receipt book if necessary.

C. The City Clerk will reconcile and balance payments received. In the event the City Clerk receives a payment, the Deputy Clerk will initial during reconciliation.

D. Payments made in person by check must contain the following information: name of person signing, phone number and address, and a driver's license number. The staff member processing the transaction must request verification with a photo identification, unless the staff member can identify the individual without photo identification. All checks received must be immediately stamped with the proper endorsement.

3. CHANGE FUND

A. The City of Van Meter will maintain a change fund of \$30.00 in the cash drawer on a daily basis.

B. Cash payments received from the library are logged on the register log and reconciled at the close of business daily by the Deputy Clerk or designee. Receipts will be logged and completed in accord with Section IIA of this policy and reconciled with the register log, which is balanced with the cash drawer.

4. CONCESSION STAND

A. Satellite areas that receive monies such as field concession stands will have assigned individuals receiving the money.

B. A manager or assigned shift lead will reconcile the money collected on a daily / night time basis and will initial the reconciliation form.

C. The money and reconciliation sheet will be dropped off at the designated location overnight.

D. The next business day the Deputy Clerk designee will reconcile for accuracy and prepare a deposit slip.

E. Any discrepancies will be reported to the City Clerk and City Administrator immediately.

5. GENERAL ACCOUNTING AND CASH HANDLING PROCEDURES

A. In accord with the City's Identity Theft Prevention program, computer logon passwords containing financial and other protected data are required to be changed every 90 days. A password log will be maintained by the City Administrator. The same password is not permitted to be used more than once and strong passwords consisting of alpha, numeric, special characters and a mix of lower case and capital letters must be used.

B. All journal entries / adjustments will be completed by the City Clerk if the City Administrator performs the function or the City Administrator if the Clerk performs the function in the absence of a City Clerk.

C. The lockbox will remain locked at all times when not in use and have limited access. Only the Utility Billing Clerk, City Clerk, and City Clerk will have keys to the lockbox and be permitted in the lockbox, or others as assigned by the City Administrator.

D. Bank Reconciliation: Any variance between the City Clerk's report / general ledger and the bank balance statement must be reported by the City Administrator to the Mayor and Mayor Pro Tem.

1.02.01 DEBT MANAGEMENT AND TIF POLICY

1. PURPOSE

The purpose of this policy is to establish guidelines for the City of Van Meter officials to use when determining the necessity to finance a project through long term debt, current and / or projected revenues, special revenues, or any combination thereof. The City recognizes that access to capital markets over the long term is dependent upon the City's commitment to full and timely repayment of debt.

2. GENERAL GUIDELINES

A. In accord with the City's Capital Improvement, Comprehensive, and Strategic plans, which are updated annually prior to the budget cycle, the City will assess the short and long term impact of any debt prior to issuance.

B. If funding involves debt, the Capital Improvement Plan (CIP) shall identify the type of debt issue, its tax or user rate required to fund the debt, if any, and the assumptions made with the debt projections. If debt is paid with Tax Increment Financing (TIF) in accord with an approved Urban Renewal Project, the plan shall identify whether or not current TIF revenues exist to support the debt and, if not, what assumptions are required of the TIF to enable funding of item.

C. The total annual debt service payments on all tax supported debt, excluding TIF debt, shall not exceed 25 percent (25%) of total general City tax levy revenue when feasible.

D. The City shall not incur debt obligations which have variable interest rates, negative amortization or other risky attributes, including but not limited to auction-rate bond issues, or loans with unusual deferred principal payment.

E. All tax supported debt obligations shall have a maximum maturity of the earlier of the estimated useful life of the capital improvements being financed, twenty (20) years, or the final maturity of the debt obligations being refinanced for the issuance of refinancing outstanding debt obligation, unless a longer term is recommended by the Budget and Finance Committee and approved by the City Council.

F. The City may issue revenue based debt to fund costs for water and sewer system improvements that benefit all or substantially all of the residents of the City. User fees will be adjusted, if necessary, to support the debt.

G. If revenue based debt is included in the CIP, the City shall calculate the impact of the additional debt at the expected time of issuance on its utility budget, and if rates are insufficient to cover the projected debt, operations, and or necessary reserves and maintenance costs, then the City shall immediately begin the process to adjust rates sufficient to accommodate the debt at the time when it is scheduled to be issued.

H. A 5-year analysis of utility operating income, expenses, debt, capital items and cash flow shall be prepared for each budget. The analysis shall assume expense growth in all areas where expenses would normally grow at a rate not less than the CPI-U for all items.

I. The City may issue TIF or general obligation securities to fund improvements to the water and sewer system that either benefit a smaller number of users (for example, a water line to a new development), or where cash flow coverage on revenue debt, including debt service, reasonable reserves and coverage would be cost prohibitive to residents. For example, a complete re-build of the water treatment plant.

3. TAX INCREMENT FINANCING

A. The City may use TIF revenues to repay obligations if TIF revenues are available from the development in question or if an agreement is entered into that produces sufficient TIF revenue to repay the debt.

B. TIF Development agreements will be assessed individually on their own merit. The City's obligations under a development agreement shall not exceed the expected TIF income, using reasonable assumptions from the development itself and no other income source over the term of the agreement.

C. All TIF development agreements will contain "annual appropriation" provisions to ensure the agreement does not count against the City's constitutional debt limit.

D. Cash incentives to businesses or developers shall be in the form of TIF rebate of actual property taxes paid from the development or based on job creation or retention.

In the case of a rebate, the term shall not exceed 10 years unless the City is receiving substantial public property out of the agreement or the City is receiving jobs that exceed Iowa's "High Quality Jobs" description as it evolves. The term substantial shall not mean the construction of roads, water and sewer lines necessary to support the proposed development. If the Council specifically determines that low or moderate income housing is required, then the City may enter into rebates that exceed 10 years where necessary, within the current statutory provisions.

E. Proposed TIF debt may be issued with an annual appropriation pledge where the City determines that the new taxes created by the development will support the debt being contemplated with a repayment that does not exceed 15 years from original issuance of the debt.

F. The City may issue debt payable from the TIF area to fund Urban Renewal projects that benefit residents of the City, and may repay any proposed debt over a period not to exceed 20 years from original issuance. Any proposed debt under this section must be able to be supported with current TIF income or TIF income known to be available in future years. The City may not issue debt payable from the TIF area that is based on assumption of future growth that cannot be backed up by either actual construction in progress or minimum assessment contracts.

4. REFUNDING

A. Periodic reviews of outstanding debt by the City staff and Budget and Finance Committee shall be undertaken to determine refunding / refinancing opportunities. Refunding may be considered by the City Council if it appears there may be a net economic benefit of the refunding.

B. In general, refunding for economic savings may be undertaken when the present value of future annual debt service savings net of issuance cost amount to at least three percent (3%) of the refunded debt.

5. NEEDS ASSESSMENT AND FUND ALTERNATIVES

A. Identifying Useful Life of Project:

1) Capital projects and equipment financed through the issuance of debt shall be financed for a period not to exceed their expected useful lives.

2) Utilization of debt for capital expenditures shall normally be limited to the purchase of equipment or real property that has a useful life of two or more years, and a cost \$10,000.00 or more, with the exception of equipment such as furnaces, fixtures or equipment that lose identity when installed on real property.

B. Review of Financing Alternatives:

1) The City may implement impact fees, and negotiate developer contributions and grants to finance capital improvements whenever possible to ensure that new development pays its fair share of the increased costs created by the new development.

2) During budget preparation, the City will determine the appropriate mix of tax levy paid projects to debt service projects based on the financial interests of the City, and in accord with the City's financial policies.

3) No installation of public improvements will commence without fully securing the City's financial interests prior to the installation.

6. ISSUANCE OF OBLIGATIONS

It is the policy of the City of Van Meter that the City Administrator, City Clerk, City City Clerk, City Attorney, and the City's Financial Advisor and Bond Counsel will coordinate their activities to ensure that all securities and other debt obligations are in compliance with all applicable legal requirements and the City's financial policies, and that the securities and other debt obligations are issued in the most cost-effective manner.

7. DISCLOSURE

The City of Van Meter is committed to transparent financial disclosure, and to cooperating fully with rating agencies, institutional investors, other units of government, and the general public, in order to share clear, comprehensible and accurate financial information.

1.03.01 PURCHASING & DISPOSAL OF ASSET POLICY

1. PURPOSE

The purpose of the policy is to establish the guidelines City officials shall utilize when purchasing services or commodities for their departments.

2. GENERAL GUIDELINES

Department heads are authorized to purchase any single item up to a value of \$250.00 or service up to \$250.00, which is specifically identified in the approved and adopted fiscal year budget. For general budget line items such as maintenance and repair or miscellaneous office supplies, department heads may purchase items with an aggregate value of up to \$250.00. Prior to purchasing the item or service, the department head will confer with the City Administrator to ensure the funds are available within the appropriate line item. If the funds are not available within the specified line item, but funds are available elsewhere within the department's budget, authorization must be received from the City Administrator prior to purchasing.

A. This purchasing authority may be delegated by the department head to an employee within the department; however, the ultimate authority rests with the department head.

B. For purchasing items or requesting service over \$250.00, a purchase requisition must be completed and submitted to the City Administrator. Items falling in this price category require a minimum of three (3) quotations. For items falling in this pricing category, informal quotations will suffice, which include, but are not limited to the following:

- 1) Written vendor quote.
- 2) Phone or verbal quote.
- 3) Internet quote.
- 4) Current catalog pricing, etc.

C. The quotations received must be submitted with the purchase requisition, prior to obtaining authorization from the City Administrator.

D. In the event the department head is recommending an item which is not the lowest quoted option, a written statement must be submitted with the requisition outlining the reasons for this recommendation, unless it falls under the Local Preference section 3 of this policy.

E. Purchasing budget items with a cost between \$250.00 and \$9,999.99 must be coordinated through the City Administrator. Purchase requests falling in this pricing category must be accompanied by a minimum of three (3) formal written quotations. Prior to soliciting the written quotation, the department head must provide the vendors with like information regarding the terms and scope of the service or specifications of the item to ensure proper and fair comparisons can be validated.

F. All purchases of \$10,000.00 or greater require review and approval by the City Council prior to expending the funds, unless it is a pay request from a Council approved project, with signature authorization from the City's engineer. In these instances the City Administrator may authorize the payment upon receiving approval from the

budget and finance committee, or refer it to Council depending on the timing. This section includes when the item has been specifically identified in the current budget.

G. All expenditures of City funds, regardless of the amount or inclusion in the City budget, require approval by the City Council. In accord with the provisions of this policy, Council approval may occur prior to the purchase or retroactively except for purchases exceeding \$10,000.00, for which approval must be obtained beforehand.

H. Purchase orders shall be used whenever a purchase is to be transacted involving a non- budgeted item, for which the cost is greater than \$250.00. Purchase orders shall be prepared and signed by the Department Head. The information on the purchase order will identify the specific City account the payment is to be charged. Purchase orders shall be reviewed by the City Administrator, who shall submit to the Finance / Budget Committee for approval prior to the purchase being completed. For non-budgeted items greater than \$5,000.00, City Council approval must be received after obtaining a recommendation from the appropriate committee.

I. For items and services already received, the accompanying bills / invoices must be initialed by the Department Head of the department that received the item or service. Bills and invoices will be forwarded to the City Clerk within five (5) days of receipt. When able, all invoices should be sent to accounts payable@vanmeteria.gov.

3. LOCAL PREFERENCE

In an effort to promote the local business economy, with all other aspects being relatively equal in terms of product quality and services delivered, local Van Meter merchants will be given preference for commodity and service purchases under \$5,000.00 based on the convenience and proven positive relationship provided the quote is within 5% of the next lowest quote.

In accord with Iowa Code, Chapter 73.1, preference will be given to products and provisions grown and produced within the State of Iowa. Department Heads shall make every reasonable effort to support Iowa products when making a purchase.

4. PUBLIC IMPROVEMENT PROJECTS

All public improvement projects shall be carried out in accord with Iowa State Statutes, in particular Chapter 26 relating to competitive bids and quotes.

5. COMPETITIVE BIDDING, REQUESTS FOR PROPOSAL AND SOLE SOURCE

A. An openly publicized competitive process for the procurement of goods and services is the most effective means of determining the lowest cost from a responsible source, and shall be utilized whenever possible. Purchases of goods and services in excess of \$10,000.00 shall be subject to competitive sealed bidding. The lowest responsible bidder will be utilized in all instances requiring competitive sealed bidding. If the lowest bidder is not recommended by the department head or City Administrator, an explanation will be provided to the City Council regarding why the lowest responsible bidder is not appropriate for that particular instance by the Department Head or City Administrator requesting such action.

B. A Request for Proposal (RFP) will be used for goods and services when the end product cannot be adequately defined or specified, or when factors other than the products or services need to be considered. RFP's will utilize the same notice requirements as the statutes require for competitive public improvement bids.

C. All sole source procurements must be approved by the Budget and Finance Committee. Sole Source procurement is used when there is only one source for the required product or service. This may be the case where a product is patented and no other product exists that offers equal performance. Other examples of sole source procurement or contracts which may not be suitable for competitive bids or proposals, include, but are not limited to the following:

- 1) There exists only one single source for the required good, service, or construction item.
- 2) There exists a long-standing, successful relationship for professional services, and the knowledge gained through this relationship adds value integral to the services provided.

- 3) A sole supplier's items are needed for trial use or testing.
- 4) The purchasing of used equipment.
- 5) Purchases at auction.

D. All RFP's for materials, products, supplies, provisions and other needed articles and services to be purchased using public funds, shall not knowingly be written in such a way as to exclude any company capable of filling the needs of the purchasing entity from submitting a responsive proposal. The City may consider life cycle costing analysis, and may give weight to the value of standard facilities and equipment, in selecting a vendor.

6. PROFESSIONAL SERVICES

When contracting the services of professionals such as engineers, architects, attorneys or other professionals working on City projects, it is not necessary to advertise and engage in the bidding process. A variety of factors in addition to price will be considered when contracting for professional services. These factors include: level of expertise, professional referrals, past record and experience, and work on similar projects, past relationships, convenience and availability.

Proposals may be obtained on a periodic basis at the direction of the Council or City Administrator to ensure the best quality service and that the City is the recipient of competitive pricing.

The City strives to establish a five year rotation of reviewing professional service providers including but not limited to audit services, legal services, architects, and engineers.

7. EMERGENCY PURCHASES

Emergency goods, services and construction items are those that are necessary to prevent or mitigate serious disruption of government services or threats to public health, welfare, or safety, or if it is needed as a result of events or circumstances not reasonably foreseeable. Emergency procurements shall be made with such competition as is practical based on the circumstances.

A. A written determination of the basis for the emergency and for the selection of the particular contractor and / or product shall be certified or prepared by the City Administrator, after review from the City Attorney, for emergency purchases exceeding \$5,000.00. Every attempt should be made to contact the Chair of the Finance and Budget Committee and / or the Mayor for emergency purchases exceeding \$500.00. The services of a professional such as an architect or engineer may be utilized to assist in determining the nature of the emergency.

B. A confirming resolution shall be submitted to the City Council for all emergency procurements of \$10,000.00 or more. When time is of the essence, Council approval in accord with Section II (G) of this policy may take place retroactively following approval from the Mayor or Budget and Finance Committee Chair.

8. CHANGE ORDERS AND CONTRACT MODIFICATIONS

A. When the total of all change orders, contract modifications or price adjustments on any contract approved by the City Council exceeds ten percent (10%) of the original contract amount, approval is required by the City Council.

B. When a change order or series of change orders authorize or necessitate an increase or decrease in either the cost of a contract by a total of \$10,000.00 or more, or the time of completion by a total of 30 days or more, the City Administrator shall make a determination in writing that:

- 1) The circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was entered into; or
- 2) The change is germane to the original contract signed; or
- 3) The change order is in the best interests of the City and is authorized by law.

C. The written determination and the written change order resulting from that determination shall be retained in the contract file, which shall be open to the public for inspection. Approval to proceed must be received from the

Council Committee overseeing the public improvement project unless an emergency as defined in this policy exists. In the case of an emergency, the City Administrator will confer with the City Attorney and Committee Chair prior to providing authorization.

D. The City Administrator is authorized to sign all change orders following the provisions of this policy, ordinances of the City of Van Meter, and applicable statutes. The City Engineer and Attorney may be conferred with prior to signing off on any change orders.

9. PROCUREMENT CARD (CREDIT CARD) PURCHASES

A. For authorized travel, business and operational related expenses, department heads are permitted to use the City issued procurement card. For each expense charged to a City procurement card, the cardholder must provide to the City Clerk an itemized receipt as soon as practical along with authorization from the City Administrator if it is for travel related expenses. If the charge is for normal operational expenses, all provisions of this purchasing policy must be followed. Upon reconciliation by the City Clerk, all charges on the invoice must have a corresponding itemized receipt.

B. Travel expenses charged to the City procurement card, which exceed the dollar amount contained in the travel related expense policies must be reconciled at the time of the transaction with the employees' personal funds. Procurement card purchases may only be used in accord with Policy 3.02.01 – Credit Card Use and Guidelines.

10. COOPERATIVE PURCHASING

The City may initiate or participate with other governmental bodies, including the State of Iowa in cooperative purchasing. This may take place either through the use of the Iowa Code Chapter 28 E for intergovernmental agreements or utilization of a contract clause. This allows a legal purchase at the cost designated in another entity's contract, in the best interest of the City, notwithstanding any provisions of this policy to the contrary. Utilization of existing state or federal government contracts would satisfy bidding and quotation procedures under this policy with the possible exception of public improvement projects.

Where possible Department Heads are encouraged to coordinate their purchasing activities with other departments, GSA pricing outlets, and other purchasing resources in an effort to obtain the best possible price.

11. ELECTED OFFICIALS

Elected officials are prohibited from initiating a purchase on behalf of the City unless the elected official is the chair of a particular committee utilizing funds from a segregated, designated account such as an endowment or grant, which is under the authority of said committee.

12. PURCHASE OF GOODS BY AN ASSOCIATION OR FOUNDATION FOR THE CITY

There are organizations that are in existence to support various departments of the City of Van Meter. Examples include but are not limited to Fire Associations, Library Foundations, Friends of the Library, Landfills and certain utilities. These organizations often fundraise in an effort to assist in funding or to fund the purchase of physical equipment, uniforms or supplies that become assets of the City. In order to maintain a clear chain of title and to ensure insurability, as well as to comply with the City's purchasing policies and tax exempt status, the Department Head shall follow the City's standard purchasing policy and request reimbursement from the supporting organization.

13. DISPOSAL OF PROPERTY

Surplus departmental property will be disposed of through public auctions, sealed bids or scrapped. Department Heads will notify the City Administrator prior to disposal of property. An inventory of all property to be disposed of will be provided to the City Administrator stating the method of disposal.

Public auctions may be conducted by City Staff or through a licensed auctioneer, either on public property, online or at such places that licensed auctioneers customarily use for such auctions. Public notices for sealed bids and/or auctions shall be published in a newspaper of general circulation and on the City's website. City property garage sales will occur on City property only.

If a department wishes to sell an item to another department, the transfer must be approved by the City Administrator. If the value of the item is greater than \$1000.00, the proposal will be added to the upcoming agenda of the next business meeting of the Van Meter City Council for consideration.

The results of any auction or sealed bid sale shall be given to the City Administrator showing the price received for each item. Inventory records will be updated accordingly.

Surplus property with little or no market value (\$500 or less) may be donated to another public agency or a private non-profit organization with prior written approval from the City Administrator.

The sale of any surplus property to any City Employee should be through a public auction or sealed bid process unless otherwise approved by the City Administrator.

14. CONFIDENTIALITY

In order to ensure one vendor does not enjoy an unfair advantage over another, employees must be careful not to disclose information regarding a vendor's prices, terms, or other information, to another vendor during the course of the bidding process. Confidentiality must be maintained during the formal bidding process and informal quotation process. All Vendor requests for information will be referred to the City Administrator.

1.04.01 TAX COMPLIANCE AND RECORD RETENTION FOR TAX-EXEMPT GOVERNMENTAL BOND POLICY

1. PURPOSE

Issuers of tax-exempt governmental Bonds must comply with federal tax rules pertaining to expenditure of proceeds for qualified costs, rate of expenditure, use of bond financed property, investment of proceeds in compliance with arbitrage rules, and retention of records.

As an issuer of such Bonds, the Governing Body, is required by Rules to take certain actions subsequent to the issuance of the Bonds to ensure the continuing tax-exempt status of such Bonds. Further, Section 6001 of the Code and Section 1.6001-1(a) of the Treasury Regulations impose record retention requirements on the Issuer with respect to its tax-exempt governmental Bonds.

The procedures encompassed herein, which to the best knowledge and belief of the Issuer and administrative staff have heretofore been followed although not set forth in formal written operating procedures, are intended to assure that the Issuer shall meet its compliance obligations as an issuer of tax-exempt bonds and particularly with respect to the expenditure of proceeds for qualified costs, rate of expenditure, use of bond financed property, investment of proceeds in compliance with arbitrage rules, and retention of records.

2. DEFINITIONS

- A. Advisors means the Issuer's bond counsel, financial advisor, paying agent, and rebate analyst.
- B. Bonds mean bonds, notes, or other obligations subject to the Code, Rules, and applicable securities regulations.
- C. Code means the Internal Revenue Code of 1986, as amended.
- D. Governing Body means the City Council of the Issuer.
- E. Issuer means the City of Van Meter, in the County of Dallas, State of Iowa.
- F. Rules means Sections 103 and 141 through 150 of the Internal Revenue Code of 1986, as amended, and the U.S. Treasury Regulations promulgated thereunder.

3. EFFECTIVE DATE AND TERM

The effective date of this policy shall be the date of approval by the Governing Body, and shall remain in effect until superseded or terminated by action of the Governing Body. The Issuer shall comply with this policy upon issuance of Bonds and as long as the Bonds remain outstanding.

This policy may be revised to comply with amendments to the Rules during the period the Bonds are outstanding.

4. RESPONSIBLE PARTIES

A. The City City Clerk / Budget Clerk shall be the party primarily responsible for ensuring that the Issuer successfully carries out its tax compliance requirements under applicable provisions of the Rules with regard to all obligations of the Issuer. The City City Clerk / Budget Clerk is referred to as the "Compliance Officer" for purposes of this policy. The Compliance Officer shall be assisted by other staff and officials when appropriate and at the Compliance Officer's discretion. The Compliance Officer shall also be authorized to retain and consult with the Advisors during the time the Bonds are outstanding for assistance in carrying out post-issuance tax compliance requirements.

B. The Compliance Officer shall be responsible for assigning post-issuance tax compliance responsibilities to other staff. The Compliance Officer shall consult Advisors or such other professional service organizations as are necessary to ensure compliance with the post-issuance tax compliance requirements of the Issuer. The Compliance Officer shall provide training and educational resources to staff responsible for ensuring compliance with any portion of the tax compliance requirements of this policy.

5. EXPENDITURE OF BOND PROCEEDS – REVIEW PROCESS

The Compliance Officer shall review the resolution authorizing issuance for each tax-exempt obligation, and shall:

A. Obtain a computation of the yield on such issue from the Issuer's financial advisor.

B. Create a separate Project Fund (with as many sub-funds as shall be necessary to allocate proceeds among the projects being funded by the issue) into which the proceeds of issue shall be deposited.

C. Review all requisitions, draw schedules, draw requests, invoices and bills requesting payment from the Project Fund.

D. Determine whether payment from the Project Fund is appropriate, and if so, make payment from the Project Fund (and appropriate sub-fund if applicable).

E. Maintain records of the payment requests and corresponding evidence of payment.

F. Maintain records showing the earnings on, and investment of, the Project Fund.

G. Ensure that investments acquired with proceeds are purchased at fair market value.

H. Identify bond proceeds or applicable debt service allocations that must be invested with a yield-restriction and monitor the investments of any yield-restricted funds to ensure that the yield on such investments does not exceed the yield to which such investments are restricted.

I. In the event the Issuer seeks to utilize bond proceeds for costs that were incurred prior to the issuance of the Bonds, the Compliance Officer shall consult with the Advisors to ensure that such expenditures are within the sixty (60) day period prior to the date in which the Issuer made a "declaration of intent" to reimburse such costs or are preliminary expenditures under the Code. If proceeds are used for such reimbursement, a copy of the declaration of intent shall be obtained and included in the records for the Bonds if not already part of the transcript.

J. If not otherwise provided for in the Tax Exemption Certificate executed by the officers of the Issuer at closing, the Compliance Officer shall prepare an "allocation memorandum" for each issue of Bonds that accounts for the allocation of the proceeds of the Bonds to expenditures not later than the earlier of:

- 1) Eighteen (18) months after the later of the date the expenditure is paid, or the date the project that is financed by the Bonds is placed in service; or
- 2) Sixty (60) days after the earlier of the fifth (5th) anniversary of the issue date of the Bonds, or the date sixty (60) days after the retirement of the Bonds.

6. RATE OF EXPENDITURE

The Compliance Officer shall ensure that the expenditure of bond proceeds will be monitored against the expenditure expectations represented in the tax exemption certificate for such bond issue to ensure that:

- A. Five percent (5%) of the net sale proceeds were spent or committed within six (6) months of the issue date.
- B. Eighty-five percent (85%) of the net sale proceeds were spent within three (3) years of the issue date; and
- C. The Issuer proceeded with due diligence to complete the project and fully spend the net sale proceeds; or
- D. One hundred percent (100%) of proceeds used for current refunding within ninety (90) days of issuance.

Failure to meet the expected expenditure expectations represented in the tax exemption certificate for such bond issue shall be documented and retained by the Compliance Officer in the records for the bond issue.

7. ARBITRAGE RULES AND REBATE REQUIREMENTS

The Compliance Officer shall review the Tax-Exemption Certificate for each tax-exempt obligation, and the expenditure records, and shall:

- A. Monitor and ensure that proceeds of each such issue are spent within the temporary period set forth in such certificate.
- B. If the "small issuer" exception does not apply (not more than \$5 million issued in a calendar year), monitor and ensure that the proceeds are spent in accordance with one or more of the applicable exceptions to rebate as set forth in such certificate (e.g. six month exception, eighteen month exception, two year "construction issue" exception).
- C. Not less than sixty (60) days prior to a required expenditure date within applicable rebate exception(s), confer with bond counsel if it appears expenditures will fail to meet the applicable temporary period or rebate exception expenditure requirements of the Tax Exemption Certificate;
- D. In the event of failure to meet a temporary period or rebate exception:
 - 1) Procure a timely computation of any rebate liability and, if rebate is due, file a Form 8038-T and arrange for payment of such rebate liability.
 - 2) Arrange for timely computation and payment of "yield reduction payments" (as such term is defined in the Code and Treasury Regulations), if applicable.
- E. Ensure that the investment of bond proceeds is made only in permitted investments of the Issuer as outlined in Iowa Code chapters 12B and 12C, and any official policy.
- F. Consult with the Advisors to ensure that the investment of bond proceeds is performed in compliance with the arbitrage rules and rebate requirements.
- G. Consult with the Advisors to identify bond proceeds that must be yield-restricted and shall monitor the investments of any yield-restricted funds to ensure that the yield on such investments does not exceed the yield to which such investments are restricted.
- H. Contact the rebate analyst (and, if appropriate, bond counsel) prior to the fifth anniversary of the date of issuance of each issue of bonds of the Issuer and each fifth anniversary thereafter to arrange for calculations and reports of The rebate requirements with respect to such bonds.

I. If a rebate payment is required to be paid by the Issuer, the Compliance Officer shall prepare or cause to be prepared the appropriate form to be filed with the IRS (Form 8038-T).

J. The Compliance Officer shall ensure that guaranteed investment contracts (GIC) will be purchased only using the three-bid "safe harbor" of applicable Treasury regulations, in compliance with fee limitations on GIC brokers in the regulations. The Compliance Officer shall ensure that all other investments will be purchased only in market transactions.

8. FILINGS WITH INTERNAL REVENUE SERVICE

The Compliance Officer, with assistance from bond counsel, shall ensure that each issuance of Bonds is properly reported with the Internal Revenue Service (IRS) as required by Section 149(e) of the Code. On the issue date of each series of Bonds, the Compliance Officer shall consult with the Advisors to identify the deadline to file the requisite IRS form for such issue.

If a bond issue consists of tax-exempt Bonds, the Issuer must report the tax-exempt portion on Form 8038-G or 8038-GC.

9. REPORTING THE ISSUANCE OF TAX-EXEMPT BONDS

The original issuance of a tax-exempt bond issue with an issue price of one-hundred thousand dollars (\$100,000) or greater shall be reported on Form 8038-G. The original issuance of a tax exempt bond issue with an issue price less than one-hundred thousand dollars (\$100,000) shall be reported on Form 8038-GC.

A. Forms 8038-G and 8038-GC shall be filed by the Compliance Officer or bond counsel no later than the 15th day of the 2nd calendar month following the quarter in which the Bonds were issued.

B. The Compliance Officer shall consult with the Advisors to ensure the Form 8038-G is accurately filled out.

10. REBATE REPORTING REQUIREMENTS

The Compliance Officer shall contact the rebate analyst prior to the 5th anniversary of the issue date on each series of Bonds and each 5th anniversary thereafter to arrange for calculations of the rebate requirements with respect to such Bonds. If a rebate payment is required to be paid, the Compliance Officer shall prepare or cause to be prepared a Form 8038-T, and submit such Form 8038-T to the IRS with the required rebate payment.

If the Issuer is authorized to recover a rebate payment previously paid, the Compliance Officer shall prepare or cause to be prepared a Form 8038-R, with respect to such rebate recovery, and submit such Form 8038-R to the IRS.

11. USE OF BOND-FINANCED PROPERTY

The Compliance Officer shall monitor the use of all bond-financed facilities in order to determine whether private business uses of bond-financed facilities have exceeded the de minimis limits set forth in Section 141(b) of the Code (generally 10% of bond proceeds) as a result of leases and subleases, licenses, management contracts, research contracts, naming rights agreements or other arrangements that provide special legal entitlements to nongovernmental persons. Prior to entering into such leases or other contracts, the Compliance Officer shall consult with bond counsel to ensure appropriate action is taken with respect to the bond-financed facilities.

To this end, the Compliance Officer shall:

A. Maintain appropriate records and a list of all bond financed assets. Such records shall include the actual amount of proceeds (including investment earnings) spent on each of the bond financed assets.

B. With respect to each bond financed asset, the Compliance Officer will monitor and confer with bond counsel with respect to all proposed:

1) Management contracts.

2) Service agreements.

- 3) Research contracts.
- 4) Naming rights contracts.
- 5) Leases or sub-leases.
- 6) Joint venture, limited liability or partnership arrangements.
- 7) Sale of property.
- 8) Any other change in use of such asset; or
- 9) Output contracts (including retail and wholesale requirements contracts).

C. Maintain a copy of the proposed agreement, contract, lease or arrangement, together with the response by bond counsel with respect to the proposal for at least three (3) years after retirement of all tax-exempt obligations issued to fund all or any portion of bond financed assets, or obligations issued to refund those obligations.

D. Provide training and educational resources to any staff member that has the primary responsibility for the operation, maintenance, or inspection of bond-financed facilities with regard to the limitations on the private business use and on the private security or payments with respect to bond-financed facilities.

E. Ensure that no item of bond-financed property will be sold or transferred to a nonexempt party without advance arrangement of a "remedial action" under the applicable Treasury Regulations and the Compliance Officer shall consult with bond counsel prior to the sale or transfer of any bond-financed property.

F. In the event of an action with respect to a bond financed asset, which may cause the private business tests or private loan financing test to be met, the Compliance Officer shall contact bond counsel for advice and ensure timely remedial action under IRS Regulation Sections 1.141-12.

12. ADVANCE REFUNDINGS

The Compliance Officer shall be responsible for the following current, post issuance, and record retention procedures with respect to advance refunding bonds:

- A. Identify and select bonds to be advance refunded with advice from internal financial personnel, and/or the Issuer's financial advisor.
- B. Identify, with advice from Advisors, any possible federal tax compliance issues prior to structuring any advance refunding.
- C. Review the structure with the input of the Advisors, of advance refunding issues prior to the issuance to ensure:
 - 1) That the proposed refunding is permitted pursuant to applicable federal tax requirements if there has been a prior refunding of the original bond issue.
 - 2) That the proposed issuance complies with federal income tax requirements which might impose restrictions on the redemption date of the refunded bonds.
 - 3) That the proposed issuance complies with federal income tax requirements which allow for the proceeds and replacement proceeds of an issue to be invested temporarily in higher yielding investments without causing the advance refunding bonds to become "arbitrage bonds."
 - 4) That the proposed issuance will not result in the Issuer's exploitation of the difference between tax exempt and taxable interest rates to obtain an financial advantage nor overburden the tax exempt market in a way that might be considered an abusive transaction for federal tax purposes.

D. Collect and review data related to arbitrage yield restriction and rebate requirements for advance refunding bonds. To ensure such compliance, the Compliance Officer shall engage a rebate consultant to prepare a verification report in connection with the advance refunding issuance. Said report shall ensure said requirements are satisfied.

E. Ensure, whenever possible, the purchase of demand deposit Treasury securities from the State and Local Governmental Series ("SLGS") to size each advance refunding escrow. The financial advisor shall be included in the process of subscribing SLGS. To the extent SLGS are not available for purchase, the Compliance Officer shall, in consultation with bond counsel and the financial advisor, comply with IRS regulations.

F. To the extent as Issuer elects to the purchase a guaranteed investment contract, the Compliance Officer shall ensure, after input from bond counsel, compliance with any bidding requirements set forth by the IRS regulations.

G. In determining the issue price for any advance refunding issuance, the Compliance Officer shall obtain and retain issue price certification by the purchasing underwriter at closing.

H. After the issuance of an advance refunding issue, the Compliance Officer shall ensure timely identification of violations of any federal tax requirements and engage bond counsel in attempt to remediate same in accordance with IRS regulations.

13. RECORD RETENTION

Management and retention of records related to the Issuer's bond issues shall be supervised by the Compliance Officer. Records and documents pertaining to cancellation, transfer, redemption

or replacement of Issuer bonds shall be preserved by the Issuer or its agent for a period of not less than 11 years, as set forth in Iowa Code Section 76.10. Other records shall be retained during the period in which the bonds remain outstanding (plus any refunding bonds) plus three (3) years. Records may be in the form of documents and electronic copies of documents, appropriately indexed to specific bond issues and compliance functions.

The Compliance Officer shall collect and retain the following records with respect to each issue of Bonds of the Issuer and with respect to the facilities financed with the proceeds of such Bonds:

- A. Audited financial statements of the Issuer.
- B. Appraisals, demand surveys, or feasibility studies, if any, with respect to the facilities to be financed with the proceeds of such Bonds.
- C. Publications, brochures, and newspaper articles, if any, related to the bond financing.
- D. Trustee or paying agent statements.
- E. Records of all investments and the gains (or losses) from such investments.
- F. Paying agent or trustee statements regarding investments and investment earnings.
- G. Reimbursement resolutions, if any, and expenditures reimbursed with the proceeds of such Bonds.
- H. Allocations of proceeds to expenditures (including costs of issuance) and the dates and amounts of such expenditures (including any requisitions, expenditure/draw schedules, expenditure/draw requests, invoices, bills, and cancelled checks with respect to such expenditures.
- I. Contracts entered into for the construction, renovation, or purchase of bond-financed facilities.
- J. An asset list or schedule of all bond financed depreciable property and any depreciation schedules with respect to such assets or property.
- K. Records of the purchases and sales of bond-financed assets.

L. Private business uses of bond-financed facilities that arise subsequent to the date of issue through leases and subleases, licenses, management contracts, research contracts, naming rights agreements, or other arrangements that provide special legal entitlements to nongovernmental persons and copies of any such agreements or instruments; arbitrage rebate reports and records of rebate and yield reduction payments, if any; resolutions or other actions, if any, taken by the Governing Body subsequent to the date of issue with respect to such Bonds.

M. Formal elections authorized by the Code or Treasury Regulations that are taken with respect to such Bonds.

N. Relevant correspondence relating to such Bonds.

O. Documents related to guaranteed investment contracts or certificates of deposit, credit enhancement transactions, and financial derivatives entered into subsequent to the date of issue.

P. Copies of any and all forms filed with the IRS for each series of Bonds including, as applicable, Form 8038-G, Form 8038-GC.

Q. The official transcript prepared by bond counsel with respect to each series of Bonds of the Issuer.

14. IDENTIFICATION OF VIOLATIONS AND CORRECTIONS

If, during the period the Bonds remain outstanding, it is determined that a violation of federal tax requirements has occurred, the Compliance Officer shall immediately consult with the Advisors to ensure that corrective or remedial action is taken. In consultation with bond counsel, the Compliance Officer shall become acquainted with the remedial actions under Treasury Regulations, Section 1.141-12, to be utilized in the event that private business use of bond-financed facilities exceeds the de minimus limits under Section 141 (b)(1) of the Code. In consultation with bond counsel, the Compliance Officer shall become acquainted with the Tax Exempt Bonds Voluntary Closing Agreement Program, described in Notice 2008-31, 2008-11

I.R.B. 592, to be utilized as a means for an issuer to correct any post-issuance infractions of the Rules with respect to its outstanding Bonds.

15. CONTINUING DISCLOSURE OBLIGATIONS

In addition to its post-issuance compliance requirements under applicable provisions of the Rules, the Issuer has agreed to provide continuing disclosure, such as annual financial information and event notices, pursuant to a continuing disclosure certificate or similar document (the "Continuing Disclosure Certificate") prepared by bond counsel and made a part of the transcript with respect to each issue of Bonds of the Issuer that is subject to such continuing disclosure requirements. The Continuing Disclosure Documents shall be executed by the Issuer to assist the underwriters of the Issuer's Bonds in meeting their obligations under Securities and Exchange Commission Regulation, 17 C.F.R. Section 240.15c2-12, as in effect and interpreted from time to time ("Rule 15c2-12"). The continuing disclosure obligations of the Issuer shall be governed by the Continuing Disclosure Certificate and by the terms of Rule 15c2-12. The Compliance Officer shall be primarily responsible for undertaking such continuing disclosure obligations and to monitor compliance with such obligations.

16. OTHER POST-ISSUANCE ACTIONS

If, in consultation with the Advisors, the Compliance Officer determines that any additional action not identified in this policy must be taken by the Compliance Officer to ensure the continuing tax-exempt status or "qualified" status of any issue of the Issuer's Bonds, the Compliance Officer shall take such action if the Compliance Officer has the authority to do so. If, after consultation with the Advisors, the Compliance Officer determines that this policy shall be amended or supplemented to ensure the continuing tax-exempt status or "qualified" status of any issue of the Issuer's Bonds, the Compliance Officer shall follow the appropriate Issuer policy that this document be so amended or supplemented.

17. TAXABLE GOVERNMENTAL BONDS

Most of the provisions of this policy, other than the provisions Continuing Disclosure Obligations subsection of this policy, are not applicable to governmental Bonds the interest on which is includable in gross income for federal

income tax purposes (i.e. "taxable governmental Bonds"). If an issue of taxable governmental Bonds is later refunded with the proceeds of an issue of tax-exempt governmental Bonds, then the uses of the proceeds of the taxable governmental Bonds and the uses of the facilities financed with the proceeds of the taxable governmental Bonds shall be relevant to the tax-exempt status of the refunding Bonds.

Therefore, if there is any reasonable possibility that an issue of taxable governmental Bonds may be refunded, in whole or in part, with the proceeds of an issue of tax-exempt governmental Bonds then, for purposes of this policy, the Compliance Officer shall treat the issue of taxable governmental Bonds as if such issue were an issue of tax-exempt governmental Bonds and shall carry out and comply with the requirements of this policy with respect to such taxable governmental Bonds. The Compliance Officer shall seek the advice of bond counsel as to whether there is any reasonable possibility of issuing tax-exempt governmental Bonds to refund an issue of taxable governmental Bonds.

1.05.01 UNASSIGNED GENERAL FUND BALANCE POLICY

1. PURPOSE

The purpose of this policy is to establish a formal policy applying acceptable conditions for the application of the City's Unassigned General Fund (UGF) Balance pursuant to the Governmental Accounting Standards Board (GASB) Statement #54. This policy provides an effective financial management tool to realize optimal utilization of the City's resources, stabilize the City's levy rate, and continue to provide a satisfactory level of municipal services to residents and businesses.

2. DEFINITIONS

- A. Fund Balance measures the net financial resources available to finance expenditures of future periods.
- B. The General Fund is the general operating fund of the City. It is used to account for all financial resources except those specifically accounted for in other funds.
- C. The Unassigned General Fund (UGF) Balance, is also commonly referred to as the Unreserved / Undesignated Fund or Contingency Fund. The UGF Balance is the residual classification used for reporting those funds currently existing within the General Fund that are not restricted, committed or assigned. The UGF Balance may only be assigned by the City Council of the City of Van Meter, Iowa.
- D. The Restricted Fund Balance includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.
- E. The Committed Fund Balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority.
- F. The Assigned Fund Balance is intended to be used by the City for specific purposes, but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.
- G. The Annual General Fund Surplus is the sum of all general fund operating income less all general fund operating expenses, (the "operating surplus") that occurs during a particular fiscal year.

3. POLICY

In order to preserve the City's working capital and to enable appropriate future responses to unforeseen events requiring timely access to funds, it is the policy of the City to maintain an appropriate Unassigned General Fund (UGF) balance. In determining the acceptable range for the UGF balance, the City will consider the historical stability of its revenues, expenditures, levy rate, timing of revenue collections in relation to payments made, anticipated growth, and statutory changes the State implements for municipal aid and taxes.

- A. Unassigned General Fund Balance Range

1) The City seeks to maintain its UGF balance at a minimum of 25% and a maximum of 35% of the total annual General Fund Budget.

2) To maintain the City's UGF balance within this defined range, the City shall:

a. Abstain from using funds from the UGF balance to provide for a balanced annual operating budget.

b. In the event the UGF exceeds the maximum UGF, the City may use the excess to lower the general fund levy, so long as the City does not expect the UGF, at the time of budget adoption, to fall below the maximum UGF.

c. Apply any operational surplus at the end of the fiscal year first to the City's UGF balance to meet the policy minimum.

d. Apply any general funds in excess of this policy's maximum level for the UGF balance to one or more of the Levy Stabilization Fund, Emergency Reserve Fund, Capital Expenditure Reserve Fund, or other such fund as designated by the City Council.

B. Unassigned General Fund Balance Appropriation and Utilization

1) Any appropriation from the UGF balance aside from those listed in section II(A)(2)(d) requires a majority affirmative vote of the full City Council, by resolution of the City Council of the City of Van Meter.

2) The City Administrator and Budget and Finance Committee will annually review the status of the UGF balance and recommend to the City Council appropriate action as necessary.

3) Amendments and modifications of the committed unassigned general fund balance must be approved by Resolution of the City Council of the City of Van Meter.

4) In circumstances where an expenditure is to be made for a purpose for which amounts are available in multiple budget categories within the same fund, the order in which resources will be expended is as follows: restricted fund balance; committed fund balance; assigned fund balance, and lastly, unassigned fund balance.

1.06.01 INVESTMENT POLICY

1. PURPOSE

The purpose of this policy is to set out rules and regulations governing the City of Van Meter's investments and investing procedures.

2. SCOPE OF INVESTMENT

A. The Investment Policy of the City of Van Meter shall apply to all operating funds, bond proceeds and other funds and all investment transactions involving operating funds, bond proceeds and other funds accounted for in the financial statements of the City of Van Meter. Each investment made pursuant to this Investment Policy must be authorized by applicable law and this written Investment Policy.

B. The investment of bond funds or sinking funds shall comply not only with this investment policy, but also be consistent with any applicable bond resolution.

C. This Investment Policy is intended to comply with Iowa Code Chapter 12B or subsequent Code references.

D. Upon passage and upon future amendment, if any, copies of this Investment Policy shall be delivered to all of the following:

1) The governing body or officer of the City of Van Meter to which Investment Policy applies.

2) All depository institutions of fiduciaries for public funds of the City of Van Meter.

3) The auditor engaged to audit any fund of the City of Van Meter.

3. DELEGATION OF AUTHORITY

A. In accordance with Section 12B.10(1) of the Code of Iowa, the responsibility for conducting investment transactions resides with the City Administrator/City Clerk of the City of Van Meter. Only the City Administrator/City Clerk and those authorized by ordinance or resolution may invest public funds and a copy of any empowering ordinance or resolution shall be attached to this Investment Policy.

B. All contracts or agreements with outside persons investing public funds, advising on the investment of public funds, directing the deposit or investment of public funds or acting in a fiduciary capacity for the City of Van Meter shall require the outside person to notify in writing the City of Van Meter within thirty days of receipt of all communication from the Auditor of the outside person or any regulatory authority of the existence of a material weakness in internal control structure of the outside person or regulatory orders or sanctions regarding the type of services being provided to the City of Van Meter by the outside person.

C. The records of investment transactions made by or on behalf Van Meter are public records and are the property of the City of Van Meter whether in the custody of the City of Van Meter or in the custody of a fiduciary or other third party.

D. The City Administrator/City Clerk shall establish a written system of internal controls and investment practices. The controls shall be designed to prevent losses of public funds, to document those officers and employees of the City of Van Meter responsible for elements of the investment process and to address the capability of investment management. The controls shall provide for receipt and review of the audited financial statement and related report on internal control structure of all outside persons performing any of the following for this public body:

- 1) Investing public funds.
- 2) Advising on the investment of public funds.
- 3) Directing the deposit of investment of public funds.
- 4) Acting in a fiduciary capacity of this public body.

E. A Bank, Savings and Loan Association or Credit Union providing only depository services shall not be required to provide an audited financial statement and related report on internal control structure.

F. The City Administrator/City Clerk of Van Meter and all employees authorized to place investments shall be bonded in the amount of \$25,000.00.

4. GOALS OF INVESTMENT POLICY

The primary goals, in order of priority, of all investment activities involving the financial assets of the City shall be the following:

- A. Safety: Safety of principal in the overall portfolio is the first priority.
- B. Liquidity: Maintaining the necessary liquidity to match expected liabilities are the second priority.
- C. Return: Obtaining a reasonable return is the third priority.

5. PRUDENCE

A. The City Administrator/City Clerk of Van Meter, when investing or depositing public funds, shall exercise the care, skill prudence and diligence under the circumstances then prevailing that a person acting in a like capacity and familiar with such matters would use to attain the Section 4 investment goals. The standard requires that when making investment decisions, the City Administrator/City Clerk shall consider the role that the investment or deposit plays within the portfolio of the assets of the City of Van Meter and the investment goals stated in Section 4.

B. When investing assets of the City of Van Meter for a fixed period, the City Administrator/City Clerk shall request competitive investment proposals for comparable credit and term investments from all authorized named

depositories. The highest bid shall determine the placements of funds. If a depository holds the funds presently, and the bid is equal to another depository, the funds shall remain with the present depository.

6. INSTRUMENTS ELIGIBLE FOR INVESTMENT

Assets of the City may be invested in the following:

A. Interest bearing savings accounts, interest bearing money market accounts, and interest bearing checking accounts at any bank, savings and loan association or credit union in the State of Iowa. Each bank must be on the most recent Approved Bank List as distributed by the City Clerk of the State of Iowa or as amended as necessary by notice inserted in the monthly mailing by the Rate Setting Committee. Each financial institution shall be properly declared as a depository by the governing body of the City of Van Meter. Deposits in any financial institution shall not exceed the amount approved by the governing body in the Depository Resolution.

B. Obligations of the United States government, its agencies and instrumentalities.

C. Certificates of deposit and other evidences of deposit at federally insured Iowa Depository approved and secured pursuant to Chapter 12C of the Code of Iowa or subsequent Code references.

D. Iowa Public Agency Investment Trust (IPAIT)

All instruments eligible for investment are further qualified by all other provisions of this Investment Policy, including Section 8, investment maturity limitations, and Section 9, diversified requirements.

7. PROHIBITED INVESTMENTS AND INVESTMENT PRACTICES

Assets of the City shall not be invested pursuant to the following investment practices:

A. Reverse repurchase agreements.

B. Futures and options contracts.

C. Trading of securities for speculation or the realization of short-term trading gains.

D. Pursuant to a contract providing for the compensation of an agent or fiduciary based upon the performance of the invested assets.

E. If a fiduciary or other third party with custody of public investment transaction records of the City of Van Meter fails to produce requested records within a reasonable time, the City of Van Meter shall make no new investment with or through the fiduciary or third party and shall not renew maturing investments with or through the fiduciary or third party.

8. INVESTMENT MATURITY LIMITATIONS

A. Operating Funds must be identified and distinguished from all other funds available for investment. Operating Funds are defined as those funds which are reasonably expected to be expended during a current budget year or within fifteen months of receipt.

B. All investments authorized in Section 6 are further subject to the following investment maturity limitations:

1) Operating Funds may only be invested in instruments authorized in Section 6 of this Investment Policy that mature within three hundred ninety-seven (397) days.

2) The City Administrator/City Clerk may invest funds of the City of Van Meter that are not identified as Operating Funds in investments with maturities longer than three hundred ninety-seven (397). However, all investments of the City of Van Meter shall have maturities that are consistent with the needs and use of the City of Van Meter.

9. DIVERSIFICATION

Where possible, it is the policy of the City of Van Meter to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer, or a specific class of securities. In establishing specific diversification strategies, the following policies and constraints shall apply:

- A. Portfolio maturities shall be staggered in a way that avoids undue concentration of assets in a specific maturity sector. Maturities shall be selected which provide stability of income and reasonable liquidity.
- B. Liquidity practices to ensure that the next disbursement date and payroll date are covered through maturing investments, marketable U.S. Treasury bills or cash on hand shall be used at all times.
- C. Risks of market price volatility shall be controlled through maturity diversification so that aggregate price losses on instruments with maturities approaching one year shall not be greater than coupon interest and investment income received from the balance of the portfolio.

10. SAFEKEEPING AND CUSTODY

- A. All invested assets of the City of Van Meter involving the use of a public funds custodial agreement, as defined in Section 12B.10 of the Code of Iowa, shall comply with all rules adopted pursuant to Section 12B.10C of the Code of Iowa. All custodial agreements shall be in writing and shall contain a provision that all custodial services be provided in accordance with the laws of the State of Iowa.
- B. All invested assets of the City of Van Meter eligible for physical delivery shall be secured by having them held at a third party custodian. All purchased investments shall be held pursuant to a written third party custodial agreement requiring delivery versus payment and compliance with all rules set out elsewhere in Section 10 of this Investment Policy.

11. ETHICS AND CONFLICT OF INTEREST

The City Administrator/City Clerk and all officers and employees of the City of Van Meter involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

12. REPORTING

The Clerk/City Clerk shall submit monthly an investment report. The investment report shall set out the current portfolio in terms of maturity, rates of return and other features and summarize all investment transactions that have occurred during the reporting period. The City Clerk shall perform monthly reconciliations for each investment account and provide the reconciliation report to the City Administrator for review and acknowledgement.

13. INVESTMENT POLICY REVIEW AND AMENDMENT

This Investment Policy shall be reviewed every two (2) years or more frequently as appropriate. Notice of amendments to the Investment Policy shall be promptly given to all parties noted in Section 2.

1.07.01 IDENTITY THEFT – RED FLAG POLICY

1. PURPOSE

The City of Van Meter ("Utility") developed this Identity Theft Prevention Program ("Program") pursuant to the Federal Trade Commission's ("FTC") Red Flag Rule, which implements Section 114 of the Fair and Accurate Credit Transaction Act of 2003. 16

C. F. R. §681.2.

This Program is designed to detect, prevent and mitigate Identity Theft in connection with the opening and maintenance of certain utility accounts. For purposes of this Program, "Identity Theft" is considered to be "fraud committed using the identifying information of another person." The accounts addressed by the Program, ("Accounts"), are defined as:

A. An account the Utility offers or maintains primarily for personal, family or household purposes, that involves multiple payments or transactions; and

B. Any other account the Utility offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the Utility from Identity Theft.

This Program was developed with oversight and approval of the City of Van Meter, City Council. After consideration of the size and complexity of the Utility's operations and Account systems, and the nature and scope of the Utility's activities, the City Council determined that this Program was appropriate for the City of Van Meter and therefore approved this Program on November 10, 2008.

2. IDENTIFICATION OF RED FLAGS

A Red Flag is a pattern, practice, or specific activity that indicates the possible existence of Identity Theft. In order to identify relevant Red Flags, the Utility considered the types of Accounts that it offers and maintains, the methods it provides to open its Accounts, the methods it provides to access its Accounts, and its previous experiences with Identity Theft. The Utility identifies the following Red Flags, in each of the listed categories:

A. Notifications and Warnings from Consumer Reporting Agencies or Local Law Enforcement

- 1) Receiving a report or notice from a consumer reporting agency.
- 2) Receiving a report of fraud with a consumer report or local law enforcement.
- 3) Receiving indication from a consumer report of activity that is inconsistent with a customer's usual pattern or activity.

B. Suspicious Documents

- 1) Provided documents that are for identification that appear to be forged or altered.
- 2) Documentation on which a person's photograph or physical description is not consistent with the person presenting the documentation.
- 3) Documentation with information that is not consistent with existing customer information (such as if a person's signature on a check appears forged).
- 4) Receiving an application for service that appears to have been altered or forged.
- 5) A person's identifying information is inconsistent with other sources of information (such as an address not matching an address on a consumer report or a SSN that was never issued).
- 6) A person's identifying information is inconsistent with other information the customer provides (such as inconsistent SSNs or birth dates).
- 7) A person's identifying information is the same as shown on other applications found to be fraudulent.
- 8) A person's identifying information is consistent with fraudulent activity (such as an invalid phone number or fictitious mailing address).
- 9) A person's SSN is the same as another customer's SSN.
- 10) A person's address or phone number is the same as that of another person.
- 11) A person fails to provide complete personal identifying information on an application when reminded to do so.
- 12) A person's identifying information is not consistent with the information that is on file for the customer.

C. Unusual Use Of or Suspicious Activity Related to an Account.

- 1) A change of address for an Account followed by a request to change the Account holder's name.
- 2) An account being used in a way that is not consistent with prior use (such as late or no payments when the Account has been timely in the past).
- 3) Mail sent to the Account holder is repeatedly returned as undeliverable.
- 4) The Utility receives notice that a customer is not receiving his paper statements.
- 5) The Utility receives notice that an Account has unauthorized activity.
- 6) Breach in a Utility's computer system.
- 7) Unauthorized access to or use of customer Account information.

D. Notice regarding possible identity theft.

- 1) The Utility receives notice from a customer, an identity theft victim, law enforcement or any other person that it has opened or is maintaining a fraudulent Account for a person engaged in Identity Theft.

3. DETECTION OF RED FLAGS

A. In order to detect any of the Red Flags identified above with the opening of a new Account, Utility personnel will take the following steps to obtain and verify the identity of the person opening the Account:

- 1) All applications shall be made in person.
- 2) Require the following identifying information: name, date of birth, residential or business address, principal place of business for an entity, government issued picture identification.
- 3) Request SSN and driver's license number at time of application.
- 4) Verify with landlord the identity of the tenant.
- 5) Verify the customer's identity by copying and reviewing a driver's license or other identification card.
- 6) Review documentation showing the existence of a business entity
- 7) Independently contact the customer if necessary.
- 8) Account changes require proof of identity.
- 9) Name changes including those caused by marriage and/or divorce require documentation to be brought in for proof.

B. In order to detect any of the Red Flags identified above for an existing account, Utility personnel will take the following steps to monitor transactions within an account:

- 1) Verify the identification of customers if they request information (in person, via telephone, via facsimile, via email).
- 2) Verify the validity of requests to change billing addresses.
- 3) Verify changes in banking information given for billing and payment purposes.

4. PREVENTING AND MITIGATING IDENTITY THEFT

A. In the event Utility personnel detect any identified Red Flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

- 1) Continue to monitor an Account for evidence of Identity Theft.

- 2) Contact the customer.
- 3) Change any passwords or other security devices that permit access to Accounts.
- 4) Terminate services.
- 5) Not open a new Account.
- 6) Close an existing Account.
- 7) Notify law enforcement.
- 8) Determine that no response is warranted under the particular circumstances.
- 9) Notify the Program Administrator (as defined below) for determination of the appropriate step(s) to take.

B. In order to further prevent the likelihood of identity theft occurring with respect to Utility accounts, the Utility will take the following steps with respect to its internal operating procedures:

- 1) Privacy Officers will be the Utility Account Specialist and Finance Director.
- 2) Each workstation will make sure the computer monitor is turned so that customers at the counter cannot see private information.
- 3) All computers are password protected and logged off when not in use.
- 4) Password-activated screen savers will be used to lock employee computers after a period of inactivity.
- 5) Passwords will not be shared or posted near workstations.
- 6) Private information is stored in locked files until the account is inactive for at least one year at which time it will be shredded.
- 7) Application and service changes are required to be made in person.
- 8) The utility office is set up so non employees cannot access the computers or trash to obtain information illegally.
- 9) Private information is kept under lock and key.
- 10) Only specially identified employees with a legitimate need will have access to the key.
- 11) Employees maintain a "Clean Desk Policy" which means when the employee is going to be away from the desk paperwork will be removed from the desk or put into a locked file.
- 12) The use of laptops is restricted to those employees who need them to perform their jobs.
- 13) Laptops are stored in a secure place.
- 14) Laptop users will not store sensitive information on their laptops.

5. UPDATING THE PROGRAM AND THE RED FLAGS

This Program will be periodically reviewed and updated to reflect changes in risks to customers and the soundness of the Utility from Identity Theft. At least yearly the Program Administrator will consider the Utility's experiences with Identity Theft situation, changes in Identity Theft methods, changes in Identity Theft detection and prevention methods, changes in types of Accounts the Utility maintains and changes in the Utility's business arrangements with other entities. After considering these factors, the Program Administrator will determine whether changes to the Program, including the listing of Red Flags, are warranted. If warranted, the Program Administrator will present the City Council with his or her recommended changes and City Council will make a determination of whether to accept, modify or reject those changes to the Program.

6. PROGRAM ADMINISTRATION

A. Oversight

The Utility's Program will be overseen by a Program Administrator. The Program Administrator shall be the Director of Public Works and/or the City Administrator. The Program Administrator will be responsible for the Program's administration, for ensuring appropriate training of Utility staff on the Program, for reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating Identity Theft, determining which steps of prevention and mitigation should be taken in particular circumstances, reviewing and, if necessary, approving changes to the Program.

B. Staff Hiring and Training

Utility staff responsible for implementing the Program shall be trained either by or under the direction of the Program Administrator in the detection of Red Flags, and the responsive steps to be taken when a Red Flag is detected. Special procedures will be followed when hiring new employees who would have access to the customer accounts:

- 1) Check references or do background checks before hiring employees who will have access to sensitive data.
- 2) New employees sign an agreement to follow our confidentiality and security standards for handling sensitive data.
- 3) Access to customer's personal identifying information is limited to the employees who need to know.

C. Service Provider Arrangements

In the event the Utility engages a service provider to perform an activity in connection with one or more Accounts, the Utility will take the steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of Identity Theft.

1.08.01 CODE OF CONDUCT – FEDERAL GRANT FUNDS

1. PURPOSE

The purpose of this Code of Conduct is to ensure the efficient, fair and professional administration of federal grant funds in compliance with 24 CFR; Part 85 (85.36(b)(3)) and other applicable federal and state standards, regulations, and laws.

2. APPLICATION

This Code of Conduct applies to all officers, employees or agents of the City of Van Meter engaged in the award or administration of contracts supported by federal grant funds.

3. REQUIREMENTS

A. No officer, employee or agent of the City of Van Meter shall participate in the award, selection or administration of a contract supported by federal grant funds, if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

1. The employee, officer, or agent;
2. Any member of his/her immediate family;
3. His/her partner; or
4. An organization which employs, or about to employ any of the above or has a financial or other interest in the firm selected for award.

B. The City of Van Meter's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors or subcontractors.

4. REMEDIES

To the extent permitted by federal, state or local laws or regulations, violation of these standards may cause penalties, sanctions, or other disciplinary actions to be taken against the City of Van Meter's officers, employees, or agents, or the contractors, potential contractors, subcontractors, or their agents.

2.01.01 RETURN TO WORK PROGRAM

ADD HANDBOOK POLICY

2.02.01 SEXUAL ANTI-HARASSMENT POLICY

ADD HANDBOOK POLICY

2.03.01 CELL PHONE POLICY

LOOK AT HANDBOOK POLICY – MAYBE REVISE TO MATCH THE FOLLOWING

1. PURPOSE

The purpose of this policy is to establish standards and procedures for the procurement and use of cellular telephone technology.

2. POLICY

It is the policy of the City of Van Meter to provide staff with the essential tools and equipment necessary to safely and effectively carry out their responsibilities within the scope of the City's mission.

3. ASSIGNMENT OF CELLULAR TELEPHONES

A. The City Administrator and Chief of Police are responsible for determining which of their management and direct report staff shall be assigned a City owned cellular telephone in accord with this policy.

B. Criteria to determine who shall be assigned a cellular phone includes, but is not limited to, the following:

1) Management and supervisors with decision making authority who may be contacted outside of customary and normal business hours.

2) Employees who are regularly or semi-regularly away from a land line and are required to maintain open lines of communication with a supervisor, administration, other agencies or the public.

3) Any other situation in which assignment of a cellular telephone will enhance organizational efficiency and effectiveness.

4) Prior to determining whether or not a cellular phone will be provided, and what type of hardware and call plans may be utilized, there must be actual budgetary appropriations for such.

4. USE OF CELLULAR TELEPHONES (EXEMPT EMPLOYEES)

With increased service providers, enhanced multiple user contracts, and the availability of air time, the employee personal use of an employer provided cell phone has been treated as a de minimis fringe benefit by the IRS since January 1, 2010. For all of the reasons listed above, plus the impracticality of carrying two cell phones, certain exempt, management and supervisory personnel are permitted occasional personal use in accord with the guidelines listed below:

A. Authorization was received by the City Administrator or Chief of Police for police personnel.

B. On duty personal use of the employer provided cell phone is limited to minimum usage that does not distract or interfere with the employee's duties and responsibilities.

C. All applicable laws, City rules and regulations and policies and procedures must be adhered to.

D. The City provided cellular telephone shall never be used in connection with a secondary job or other outside business.

E. Off duty personal use shall be limited to usage within the constraints of the current plan. For instance, usage shall not exceed the amount of minutes the calling plan for a given line allow.

F. Certain exempt employees required to carry a cellular telephone may opt to utilize their own personal cellular phone for business use. Employees selecting this option will be provided a monthly stipend payable on the first check of each month. The stipend will be in accord with IRS regulations for non-taxable income. The amount of the stipend is set at \$50.00 per month, subject to change as approved by the budget and finance committee and recommended to the Council. In no case will the amount of the stipend exceed the amount of the necessary line within the City's plan.

5. USE OF CELLULAR TELEPHONES (NON-EXEMPT EMPLOYEES)

A. The City Administrator, or Chief of Police for police department employees, shall determine those non-exempt employees who are authorized to receive an employer provided cellular telephone. Non-exempt employees shall limit the use of their assigned cellular telephone to those occasions when an alternative, more economic communication method is unavailable. The only exception to this is intra-agency communication when the City's plan allows for unlimited air time between the two employees within the plan.

B. Non-exempt employees shall not generally use a City provided cellular telephone to place personal calls. Occasional incidental use may be permitted at the discretion of the City Administrator or Chief of Police. In the event an additional charge is incurred by the City as the result of a personal telephone call initiated by a non-exempt employee, the employee shall reimburse the City all such costs immediately upon receipt of the monthly billing statement.

6. OPEN RECORDS

Employees who are authorized to use a City provided cellular telephone must realize it is City property and there is no right to privacy. All data messages and phone records generated from, or received by, a City provided cellular telephone are available for public inspection pursuant to applicable open records and freedom of information laws. In addition all phone records may be audited at any time by the City Council or City administration to determine compliance with City policies.

7. CELLULAR TELEPHONE EXPENSES

Fiscal staff will forward all cellular bill statements to the appropriate department. Department managers will monitor the use of the cellular telephones by reviewing the monthly billings and checking for accuracy. The Department Head will forward the invoice to City Hall for payment following review and determining there are no discrepancies.

2.04.01 TRAVEL POLICY

LOOK AT HANDBOOK POLICY – MAY UPDATE TO MATCH THIS

1. PURPOSE

It is the expressed purpose of this policy to provide the employee with reasonable travel accommodations and City business related expense reimbursement, while maintaining prudent spending practices. The City of Van Meter encourages employees to participate in job related training for enhanced professional development and for maintaining requisite certifications. On occasion, employees may be required to attend business related functions which serve the best interest of the City. Expenses incurred during the course of out-of-office business and business related travel will be reimbursed by the City based upon documented, reasonable, and necessary expenses with the prior approval from the City Administrator or Chief of Police.

2. POLICY

A. Budget appropriations for travel and training should be reviewed by the department head prior to requesting travel approval. Travel requests that exceed budget balances will not be automatically approved and will require substantial justification to merit approval.

B. All training, conference, travel, and business related expenses must be pre-approved by the City Administrator, Chief of Police, or City Council. A Travel Request – Reimbursement Form must be completed and contain signed approval prior to incurring the expense for the reimbursement.

C. Once an employee submits a request, the employee will receive a response. If it is approved, the employee must retain the copy of the approval and resubmit a copy with the post event expenses documented and appropriate substantiation within ten days of completing the event in order to be reimbursed. Any request for travel advance monies must be indicated on the form and submitted no less than five days prior to the event. Expenses submitted for reimbursement must be accompanied by the actual receipt for the expense. Without a proper receipt, the reimbursement will not be approved. Advances made to the employee must be supported by attaching actual receipts to the copy of the Travel Request – Reimbursement Form following the training.

D. Employees are expected to seek the most reasonable prices available for lodging, meals, and fares, considering location and services. In accord with IRS Regulations, the City will reimburse employees for meals only when overnight travel is required or when the cumulative travel time and instruction is twelve hours or greater. There will be no meal reimbursement for sponsored activities providing the meal free of charge to the attendees. Meals will be reimbursed at a cost not to exceed the amounts listed at <https://www.gsa.gov/travel/plan-book/per-diem-rates> at the time of travel.

E. Costs incurred above the applicable expense ceilings will not be paid and are the responsibility of the employee, unless prior approval from the City Administrator or Chief of Police is obtained.

F. When traveling in a group, each employee is responsible for paying and accounting for his or her own meals and incidental expenses. However, payment and accounting of registration fees, transportation, and lodging can be consolidated and either advanced or reimbursed to one person in the group.

3. ADVANCES

A. An advance of funds for actual or estimated travel expenses will be made upon application for such on the Travel Request – Reimbursement Form, and will only be approved by the City Administrator or Chief of Police based on proper documentation and need.

B. Travel expenses eligible for advanced funding include:

- 1) Registration
- 2) Lodging
- 3) Mileage
- 4) Public transportation (air, rental car, cab, rail, or bus)
- 5) Meals (within the daily expense ceiling)

C. Incidental expenses are considered reimbursable and will not be advanced.

D. No funds advanced may be used for any purpose other than those applied for on the form, even if the employee intends to subsequently reimburse the City those funds. For example, employees may not use the advance for entertainment or similar personal expense even if they intend to repay the City.

E. Except for registration fees, advances for expenses less than \$30 will not be made.

4. MISCELLANEOUS NON-REIMBURSABLE EXPENSES

Ineligible expenses include, but are not limited to, the following:

- A. Non-business related entertainment
- B. Alcoholic beverages
- C. Late check-out fees
- D. Gifts
- E. Personal calls
- F. Laundry or dry cleaning
- G. Towing
- H. Parking
- I. Traffic fines
- J. Room upgrades
- K. Room service
- L. Pay-per-view movies
- M. Tobacco
- N. Personal products
- O. Change of flight fees
- P. Any expense for spouse, dependents, or guests
- Q. Transportation costs or mileage for travel unrelated to city business
- R. Any incidental expense not pre-approved

5. TRAVEL TIME

A. In the event employees are required to report to their work facility prior to travelling for work related training or conferences, they will receive pay for time spent travelling from the workplace and when returning if leaving immediately following the event. Time spent at the workplace on work related duties is considered regular work time.

B. When travelling by personal vehicle or a City vehicle and departing from home, employees will be paid travel time, beginning at their time of departure, at their regular hourly rate for travel in excess of 30 miles. Travel directly from home to a location less than 30 miles will not receive travel pay for the time in the commute, unless the employee holds a safety sensitive position that upon observance of an event may require a response that would divert him or her from the intended training event (e.g., full-time police officer or fire fighter commuting in a squad car).

6. IN-STATE TRAVEL

Unless another mode of transportation is specifically approved by the City Administrator, all in-state travel will be by either City vehicle or private automobile. In the case of the latter, mileage at the current allowable IRS rate will be paid. For police department travel, City vehicles shall be used except for academy training which the officer candidate shall use his or her own vehicle and be reimbursed per policy.

7. OUT-OF-STATE TRAVEL

Unless time is a critical factor, all out-of-state travel within five hours driving time will be by car. Air travel will be approved, in lieu of the car, in those instances where it is deemed absolutely necessary.

8. TRANSPORTATION

Arrangements for travel by airline are to be made with the assistance of the City Administrator to secure the lowest possible fares and reduce complications. All air travel will be by coach class. Travel by rail or bus may be arranged by the department head, with the assistance of the City Administrator if desired. Requests for airline tickets should be made well in advance of the travel date, but under no circumstances less than three (3) working days from that date.

9. LODGING

Arrangements for lodging should be made through the City Clerk. When it is not possible to make lodging arrangements through the City Clerk, the employee may secure the room on his or her credit card. Regardless of an advance or a reimbursement, the employee must submit a hotel/motel bill upon completion of the trip. A credit card receipt alone is not sufficient documentation.

10. ROUTINE TRAVEL

Routine travel for regular in-state meetings of professional organizations, in which the employee holds membership or sponsored by an organization the employee is a member of, does not require the completion of a Travel Request – Reimbursement Form, provided lodging is not required. Similarly, travel to State sponsored training or conferences follows the same exception. Under both exceptions outlined above, if mileage reimbursement from use of a personal vehicle, reimbursable meals, or travel time is requested, then a Travel Request – Reimbursement Form must be submitted. The Chief of Police shall oversee this travel policy for the police department.

2.04.02 MILEAGE AND EXPENSE REIMBURSEMENT

1. PURPOSE

To provide efficient and consistent policies, standards, and procedures for the understanding and practice of reimbursing city employees for mileage and expenses related to carrying out work related duties.

2. POLICY

The City of Van Meter will reimburse for mileage and expenses for work related activities required in the normal course of the job function provided the mileage and expenses are approved by the City Administrator prior to the charges being incurred.

3. SPECIAL CONSIDERATIONS

A. Mileage shall be reimbursed at the rate published by the Internal Revenue Service at the time the mileage is accrued. <http://www.irs.gov/newsroom>

B. Reimbursement for expenses shall be at the discretion of the City Administrator and shall be approved prior to purchases being made.

1) Every attempt shall be made to purchase supplies and equipment from a local vendor with whom the city has an established account.

2) If an account is not established an attempt should be made to establish a vendor account with the business.

3) When it becomes necessary for an employee to purchase supplies and equipment out of their own pocket the employee must:

a. Receive verbal approval from the City Administrator

b. Submit detailed receipt showing date of purchase and description of item purchased.

c. Provide explanation for posting to proper account.

C. A reimbursement check shall be provided within the next available check writing schedule.

3.01.01 ANNEXATION PROCEDURES

1. PURPOSE

This policy outlines the procedures to be followed by City staff and the individuals who are petitioning to annex into the City.

2. POLICY

This policy and process begins when the City receives an Application and Request for Voluntary Annexation Form that is dated and signed by all the owners of each included parcel.

3. REQUEST FOR ANNEXATION

Publicly owned land may be included without the written consent of the owning jurisdiction. Land may be included without the owners' consent to avoid creation of an island or to create a more uniform boundary.

A. Each request filed must contain a full legal description and map of the territory owned by that applicant. A composite map is also required to show the general vicinity of the territory in relationship to the City of Van Meter boundary limits. A Plat of Survey may be required by the City.

B. The requesting party must provide a map identifying all the individual parcels within and adjoining the territory, consecutively numbered, with the list of included and adjoining owners indexed to the parcel numbers. The legal descriptions and list of owners must also identify the tax parcel number for each parcel for ease of cross-reference of the tax records.

C. The request must include signature of every titleholder and contract purchaser identified in the County tax records.

D. If the application is signed by an officer of a corporation or partnership, evidence must be made a part of the record to demonstrate that the officer was authorized to sign for the corporation or partnership. An example includes a copy of the Articles of Incorporation downloaded from the Secretary of State's web page showing that an officer of the corporation may sell real estate.

E. If the application is signed by a trustee for a trust, then the trustee should also be asked to sign an affidavit similar to that identified in Iowa Code Section 614.14.

4. VERIFICATION BY COUNTY AUDITOR

City staff will provide a copy of the request including maps and full legal description of entire territory proposed to be annexed, and a list of the name and addresses of each owner of land within the territory and each owner of land adjoining the territory, to the County Auditor with a request that the Auditor verify the accuracy and completeness.

5. DETERMINATION OF PROCESS

City Staff will determine which of the four voluntary annexation processes to follow:

A. 100% voluntary annexation.

B. 80/20 voluntary annexation.

C. In an urbanized area (territory is within two miles of a city other than the city to which the annexation is directed).

D. Not in an urbanized area (territory is not within two miles of a city other than the city to which the annexation is directed).

The steps the City follows in all voluntary annexations are the most restrictive out of an abundance of caution and are listed below.

6. NOTICE OF CONSULTATION

At least 14 business days prior to the notice of hearing mailed out, the City will hold a consultation meeting with the Board of Supervisors and the Township Trustees of each County and Township containing any part of the territory to be annexed. Notice of the consultation meeting must be mailed out to each County Supervisor and Township Trustee and shall contain a copy of the application (annexation request) submitted.

Notice if the consultation meeting shall be provided at least 7 days in advance absent extenuating circumstances.

7. NOTICE OF PUBLIC HEARING

Notice must be provided at least 14 business days prior to the public hearing before the Council and no less than 14 business days following the consultation meeting. Notice must also be given by publication in an official County newspaper of each county that contains a portion of the territory at least 14 days prior to the hearing.

The notice of the hearing and a copy of the application including legal description and map of the territory showing its location in relationship to the City shall be mailed by certified mail at least 14 business days prior to the public hearing before the City Council to the following entities:

- A. Each affected public utility.
- B. All non-consenting property owners within the territory.
- C. Board of Supervisors of each county that contains a portion of the territory.
- D. City Council of each other city within two miles of the territory.
- E. Regional Planning Authority, if any (if territory within an urbanized area).
- F. County Attorney (If County Roads are included).
- G. Iowa Attorney General if State lands or highways are included.
- H. Director of Iowa Department of Transportation (as a courtesy if a highway is included; this step is not statutorily required).
- I. Solid waste collection providers.
- J. Chairperson of the Board of Supervisors.
- K. Each owner of property that adjoins the territory to be annexed.

8. PUBLIC HEARING

The annexation may only be approved by the City Council after consideration at a properly noticed public hearing, which is scheduled no less than 28 business days after the consultation meeting and at least 14 business days after the publication and mailing of notices.

The City Council resolution shall:

- A. Expressly close the public hearing.
- B. Acknowledge receipt and consideration of any comments received from the Board of Supervisors and Township Trustees.
- C. Allow for withdrawal of any application or Consent within three business days after hearing, before the approval becomes effective.
- D. Allow a phase-in of City taxes if appropriate.
- E. Specifically states why and land is included without the owner's consent (either to avoid the creation of an island or to create a more uniform boundary).

F. Reference as exhibits the Application, composite map and legal description, certificate of mailing, affidavit of publication and auditor's response.

9. FINAL DISPOSITION REQUIREMENTS

A. If the Territory to be annexed is not within an urbanized area of another city (not within two miles of a city other than Van Meter):

1) The City Clerk shall record a copy of the resolution, map and legal description with the County Recorder and file a copy of the resolution, map and legal description with the following:

- a. Secretary of State.
- b. The County Board of Supervisors.
- c. Each affected Public Utility.
- d. The Iowa Department of Transportation.

B. The annexation is complete upon acknowledgement by the Secretary of State that the legal description, map and resolution have been received.

C. If the territory to be annexed is within an urbanized area of another city (within two miles of a city other than Van Meter), then the original and 15 copies of the following documents must be filed with the City Development Board. In these instances, the following items must be filed with the City's request to the City Development Board for approval of any voluntary annexation:

- 1) The names and addresses of all owners of the land included within the owner's consent and a legal description of all land owned by each non-consenting owner.
- 2) A general statement of the proposal, describing:
 - a. The current and expected use of the territory.
 - b. Any service currently provided to the territory by the City to the territory.
 - c. The reason for the owners' request for annexation, if known.
- 3) A statement indicating whether the territory is subject to an annexation moratorium agreement, and if so, that the annexation is consistent with the agreement.
- 4) A complete composite legal description of the territory, including the adjoining portions of any roads. (Must annex to the centerline of any adjoining secondary roads).
- 5) The County Auditor's response to the City's request to verify the accuracy and completeness of the legal description and the list of owners and adjoining owners.
- 6) A map or series of maps showing:
 - a. The entire boundary of the City and the relevant boundary of any other city in relationship to the territory.
 - b. The entire boundary of the territory showing any roads in and adjoining the territory.
- 7) A statement of whether any State owned property or County roads have been included in the territory, and if so, a statement that proper notice was provided pursuant to IC 368.5.
- 8) A statement indicating whether the City has applied smart planning principles to the territory and, if applicable, a description of how the City has applied or intends to apply smart planning principles.
- 9) A copy of the certificate of mailing of the required notices, and a copy of the affidavit of publication of the published notice.

10) A statement of whether the City has allowed a phase-in of City taxes. The phase-in must be specifically allowed, if at all, in the City Council resolution approving the annexation.

11) The City Council Resolution approving the annexation.

10. ADDITIONAL 80/20 REQUIREMENTS

If the territory includes non-consenting owners, then the request the City Development Board must include the following additional information:

A. The names and addresses of all non-consenting owners, and the legal description of land owned by each.

B. Acreage of each parcel owned by each consenting owner and each non-consenting owner, the acreage of any railroad right-of-way, and the acreage of any State or County owned property pursuant to Iowa Code 368.5.

C. A calculation showing the percentage of the territory consenting to the annexation. Non-consenting public lands should be excluded from the calculation.

D. A map showing the non-consenting parcels in relationship to the consenting parcels.

11. CITY DEVELOPMENT BOARD CONSIDERATION

A. For those annexations requiring City Development Board approval (all that are not 100% voluntary and not in an urbanized area), the Board will meet to consider the voluntary annexation and may immediately approve if it is purely voluntary. The annexation may be approved by a simple majority of the Board.

B. If the application contains any private property without the owner's consent, then the Board will schedule a public hearing to be held at a later date to consider the application. The hearing will typically be held in the annexing city. The annexation may be approved only upon the affirmative vote of four-fifths of the Board.

C. The annexation is complete when the Board has filed and recorded its order and proceedings approving the annexation with the County Recorder, and filed with the Secretary of State, city clerk and Department of Transportation.

3.02.01 CREDIT CARD USE AND GUIDELINES

1. PURPOSE

To provide efficient and consistent policies, standards, and procedures governing the possession and use of credit cards issued by the City for use by City employees related to carrying out work related duties.

2. POLICY

The City of Van Meter will issue credit cards to the City Administrator for use in City related business.

3. SPECIAL CONSIDERATIONS

Credit Cards may be used generally for the following items, although they may be used for other purchases as approved by the City Administrator and/or Mayor:

A. Meal expense when on City business (no liquor expenses or gratuity expenses beyond 15% of the bill submitted can be included).

B. Gasoline for City vehicles

C. Lodging

D. On-line purchases requiring a credit card and no other payment or billing option is available. On-line purchases require prior approval for non-budgeted items.

E. Purchases requiring immediate payment if the City is unable to issue a check for the purchase. Prior approval is required.

4. RECEIPTS

All receipts must be brought into the City Clerk's office upon use of the card. If receipts are not turned in, the City will not be responsible for those charges on the card and said charges shall become the responsibility of the employee making the charges. All credit card purchase receipts must be itemized.

5. STAFF AUTHORIZED TO HOLD A CARD

A. City Administrator

3.03.01 DRIVER CONTROL AND VEHICLE OPERATION POLICY

1. PURPOSE

A. To provide efficient and consistent policies, standards, and procedures governing the operation and maintenance of city owned vehicles and to define acceptable standards for use of city vehicles for city business.

2. POLICY

A. This policy will provide clear guidelines for operation of city owned vehicles during the following circumstances; Backing Procedures, Operation, Inspection of Equipment, Commercial Drivers License (CDL), Employees Using Their Own Car on City Business, City Owned Vehicles. When an employee uses a vehicle for city business, special consideration must be given as to the nature of the use, public visibility of the employee during the use of the vehicle, the liability involved in the employee's use of the vehicle.

B. It is each employee's responsibility to learn and abide by these rules. The policies and procedures found here and in the employee handbook shall work in conjunction with other City policies regarding city vehicle use and maintenance.

3. CITY OWNED VEHICLES

A. Only authorized persons are to be passengers in a car operated on city business. Authorized persons include customers, vendors, elected officials, and fellow employees. Immediate family members should only be included upon prior approval of management.

B. City owned vehicles are provided for business related travel only. Personal use and trips outside of the city are not allowed without prior approval of management. Exceptions to this provision are allowed per Police Department Policy only.

C. The Public Works Supervisor is authorized to drive a city vehicle home in order to more quickly respond to emergencies.

D. Employees on weekend standby are authorized to drive home a city vehicle to carry out their standby duties and in order to more quickly respond to emergencies.

E. An employee's department supervisor should know of intended travel plans by way of an itinerary or other equivalent method. This also allows a means of contact during an emergency.

F. Employees who are assigned city vehicles are responsible for keeping the interior clean, reporting any vehicle problems or defects and maintaining the vehicle according to city policy.

G. Employees not assigned city vehicles are not allowed to use one without prior management approval. All vehicles must be returned in the same condition, according to department policy, reporting any problems to the supervisor.

H. A photocopy of each driver's state operator license will be kept on file. This will provide the necessary information for running a MVR and review the driver's restrictions.

I. A copy of each driver's Motor Vehicle Report (MVR) may be obtained annually or more frequently if the driver is under disciplinary action, probation or suspension.

J. The following are considered minimal guidelines for new employees and will place current employees under disciplinary action if not in compliance:

- 1) No more than three convictions for moving traffic violations within any 12 month period.
- 2) Conviction of any traffic violation that is defined as serious by Iowa Code.
- 3) No OWI convictions in the last 5 years.
- 4) No designation of being a "Habitual offender" within the last 5 years.

K. All accidents must be reported to your department supervisor immediately. The city police department shall be called to the scene and shall call for mutual aid to assist in preparing a report. The accident report in the glove box should be filled out regardless of fault and will help speed the insurance process. The driver of the city vehicle involved in the accident should provide all the necessary identification and insurance information to the other party involved. The driver may be held accountable for the deductible if the driver is found in violation of the driving policy.

L. Seat belts are required to be worn in Iowa and must be used at all times; and the driver is responsible for making sure all passengers are also wearing their seatbelts. This includes all vehicles which have factory installed seat belts including skid loaders, utility carts, backhoes and mowers which have a ROPS.

M. Drivers are personally responsible for promptly paying any and all traffic tickets received while driving any city vehicle.

N. The driver is responsible for locking the vehicle when parking and may be held responsible for any items stolen from the vehicle if not properly secured.

O. Drinking alcohol or illegal drug use while driving or prior to driving a city vehicle is prohibited and can result in immediate termination.

P. Drivers are required to inform their supervisor of any OWI tickets, suspensions or revocation of driving privileges immediately, regardless of which state they are received. Continuing to drive a city vehicle while under suspension can result in termination.

Q. Drivers should not consume food in vehicles while driving since this can cause distractions and possibly accidents. The use of cell phones and other communication devices while driving should conform to state code.

4. EMPLOYEES USING THEIR OWN CAR ON CITY BUSINESS

In addition to the above rules, employees driving their personal vehicle on city business are subject to the following:

A. All employees using their personal vehicle for city business on a regular basis will provide a Certificate of Insurance to the City Clerk indicating the minimum coverage as stated by the city. A photocopy of an insurance statement is not considered adequate since it does not provide notification if coverage is terminated. A certificate of insurance will provide a statement to the certificate holder when the policy is renewed or canceled.

5. COMMERCIAL DRIVERS LICENSE (CDL)

Additional controls are required by the state for drivers of vehicles requiring a Commercial Drivers License (CDL) according to Commercial Motor Vehicle Safety Act of 1986.

A. A CDL is required to operate any of the following vehicles:

- 1) A single vehicle with GVWR over 26,000 pounds.
- 2) A trailer with GVWR over 10,000 pounds if the gross combination weight is over 26,000 pounds.
- 3) A vehicle designed to transport more than 15 people.

4) Any vehicle requiring hazardous material placards.

B. Firefighters are excluded from this requirement.

C. Do not drive a vehicle that may fall into one of the above categories without approval from the head of the department. Transporting hazardous materials or a regulated load weight without the proper CDL license can subject the driver and city to significant litigation.

6. INSPECTION OF EQUIPMENT

A. The driver shall report any defects that may have developed during the day. If the brakes are not working properly, they shall be adjusted or repaired before the vehicle is put in operation. Other items that affect safety shall be repaired before continued vehicle operation.

B. All lights and reflectors of vehicle shall be inspected by the driver, and if found defective, they shall be repaired immediately.

C. The driver shall inspect windshield wipers frequently and see that they are in good operating condition and that the windows and windshield give sufficient visibility for safe operation of vehicle.

7. OPERATION

A. Before leaving a parked vehicle unattended, off City property, the ignition key shall be removed to prevent theft or unauthorized starting of vehicle.

B. Drivers shall also place a traffic cone at the left rear bumper when leaving a vehicle unattended, unless the vehicle is on City property or a legal public parking space. When approaching the vehicle, and prior to entering, driver will walk around the vehicle and check for obstacles while picking up the cone.

C. Vehicles are to be driven in a manner such as to create a favorable impression on the public. Drivers shall exercise special precaution when:

1) Children are playing on the roadway, alley or near the curb.

2) Passing schools or play grounds.

3) Approaching persons on bicycles.

4) Driving during inclement weather.

8. BACKING PROCEDURES

A. Backing situations shall be avoided when practical, however, when vehicle must be backed, the following procedures shall be observed:

1) The backing maneuver shall be accomplished upon arrival at site when possible.

2) A safety zone shall be established before vehicle is moved. Establishing safety zone requires completing a 360-degree visual inspection around the vehicle looking for potential hazards. NOTE: The visual inspection shall include all sides of the vehicle and the intended travel path.

3) Where possible, back from the driver's side.

B. Backing operations involving an obstructed view to the rear shall:

1) Be equipped with a reverse signal (backup alarm) audible above the noise level of the surrounding area.

2) Be backed with the assistance of a ground observer, whenever a second employee is available, stationed at the rear of the vehicle.

C. During all vehicle operations, the vehicle operator shall:

- 1) Keep a constant lookout during the entire time.
 - 2) Carefully check any blind areas.
 - 3) Back or move ahead slowly until clear of obstructions.
 - 4) Watch both sides. Do not depend entirely on mirrors.
- D. Enlist the aid of other employees to act as a guide whenever a second employee is in the vehicle or available at the job site.

3.04.01 EXAMINATION AND COPYING OF PUBLIC RECORDS

1. **Purpose.** This Public Records Policy defines the procedures and fees associated with handling open record requests made to the City of Van Meter.
2. **Statement of Policy.** The purpose of the policy is to facilitate board access to public records. The City of Van Meter is committed to the policy set forth in the Iowa Code Chapter 22 as amended. City staff shall cooperate with members of the public in implementing the provisions of that chapter.
3. **Background.** The City of Van Meter is subject to Iowa's Open Meetings rules and regulations (Code of Iowa – Chapter 21 Official Meetings Open to Public) and Iowa's Open Records rules and regulations (Code of Iowa – Chapter 22 Examination of Public Records). "Public Records" are defined by the Code of Iowa Chapter 22 as "all records, documents, tape or other information, stored or preserved in any medium, of or belonging to this state or any county, city, township, school corporation, political subdivision, non-profit corporation other than a fair conducting a fair event as provided in Chapter 174, whose facilities or indebtedness are supported in whole or in part with property tax revenue and which is licensed to conduct pari-mutuel wagering pursuant to Chapter 99D, or tax-supported district in this state, or any branch, department, board, bureau, commission, council or committee of any of the foregoing. "Public Records" also included all records relating to the investment of public funds including but not limited to investment policies, instructions, trading orders, or contracts, whether in the custody of a public body responsible for the public funds or a fiduciary or other third party.
4. **Custodian.** For the purposes of this policy, "Custodian" means the person lawfully delegated by the City to act for the City in implementing Iowa Code Chapter 22. As designated in Resolution #2024-104 the Custodians are:

Police Chief – Police Department

Fire Chief – Fire Department including EMS

Library Director – Public Library

City Clerk – All departments not already designated

5. **Location of Record.** A request for access to a record shall be directed to the custodian as defined in Section 4 of this policy. Current email addresses for each Custodian shall be listed at www.vanmeteria.gov. Records of the Police Department shall be located at the Police Station. Records of the Fire or EMS Department shall be located at the Fire Station. Records of the Library shall be located at the Library. Records of a City board or commission shall be located at City Hall unless the record pertains to the Library Board of Trustees. Records pertaining to the Library Board of Trustees shall be located at the Library. If the location of the record is unknown by the requestor, the request shall be directed to info@vanmeteria.gov.
6. **Requests for Access to Public Records.** Requests for access to public records shall be submitted via email listed on www.vanmeteria.gov or by submission of the Public Record Request form on the City's website to the lawful custodian as defined in Section 4. Requests may also be made in writing, in person during normal business hours, by telephone or by City managed social media. The request should identify the particular records by name or description to facilitate the location of the record. A person shall not be required to explain why the record is being requested.

If possible, the requestor should use the City's Records Request Form available at www.vanmeteria.gov and the Van Meter City Hall.

7. **Response.** A public records request shall be acknowledged in writing, where contact information has been provided, within two (2) business days after receipt by the Custodian. The acknowledgement shall contain the name and contact information of the person responsible for processing the records request.

Access to a public record shall be provided promptly upon request unless the size or nature of the request makes prompt access infeasible. Unless there are unusual circumstances, access to the public record shall be provided within ten (10) business days from the date the request is received by the Custodian. If the size of the request requires time for compliance, the Custodian shall comply with the request within twenty (20) calendar days, unless infeasible.

Access to a record may be delayed for one of the purposes authorized in Chapter 22 of the Iowa Code. The Custodian shall provide immediate notice to the requestor of the reason for any delay in access as well as an estimate of the length of the delay.

Please be aware that requests for public records are themselves a public record. This means that the requester's name, request and documents provided are all subject to public disclosure. Additionally, all requests (including in person requests) are logged by the Custodian. The request log will be provided to the City Council on a monthly basis.

8. **Denial.** The Custodian may deny access to the record only if the denial is permissible under Chapter 22 of the Iowa Code (as amended), is a confidential record, or if disclosure is prohibited by a court order or other applicable law.

9. **Confidential Records.**

- a. **Basis.** A record may be treated as confidential and be withheld from examination only to the extent as allowed by Chapter 22 of the Iowa (as amended), other applicable law, or a court order. The City Attorney may review documents to determine if there are confidential records included. Review by the City Attorney may result in a fee charged to the requestor as addressed in the Public Records Policy.
- b. **Access to Confidential Records.** Under Chapter 22 of the Iowa Code (as amended) or other applicable law, the Custodian may disclose certain confidential records to one or more members of the public only if ordered by a court of law, by the lawful custodian of the records, or by another person duly authorized to release such information. If the Custodian permits examination and copying of a confidential record, the following procedures apply in addition to those specified for request for access.
 - i. **Proof of Identity.** The Custodian may require the person requesting the confidential record to provide proof of identity or authorization to secure access.
 - ii. **Requests.** The Custodian may require a written request for an examination of a confidential record. The Custodian may require the requestor to sign a certified statement or affidavit describing specific reasons for requesting access to a confidential record.
- c. **Request Denied.** If the request for access to a confidential record is denied, the Custodian must promptly notify the requestor. If the requestor requests the denial in writing, the Custodian shall promptly provide notification that is signed by the Custodian or sent from the Custodian's assigned email address or from the City Attorney's office including the following information:
 - i. **The name and title of the Custodian responsible for the denial; and**
 - ii. **A citation to the provision of Chapter 22 of the Iowa Code and/or other applicable law providing the basis for denial.**

- d. **Request Granted.** When the Custodian grants a request for access to a confidential record, the Custodian must list any lawful restrictions imposed by the Custodian.
- e. **Request that the record be treated as confidential.** The Custodian may request that a record be treated as confidential in writing. The request must list the legal and factual basis justifying the request and the name, mail address, email address, and telephone number of a person authorized to respond to any inquiry or action of the Custodian concerning the request.
- f. **Third Party.** A person who is the subject of a confidential record may request that the record be disclosed to a third party. The request must be in writing and identify the specific record(s) to be disclosed. Appearance of counsel on behalf of a person who is the subject of a confidential record is deemed to constitute consent for the City to disclose records about that person to that person's attorney.
10. **Redaction of a Record.** The Custodian may redact from a record any information that is confidential under state or federal law, such as a Social Security Number.
11. **Creation of a Record.** If the Custodian determines that it may be more feasible, economical, or otherwise reasonable that a response to a request may be better met by the creation of a record, such as a report or document that does not presently exist, and that would be produced because of research or analysis, the Custodian may notify the requestor of that determination. If the cost is associated to the creation of such document, the Custodian may advise the requestor of such cost.
12. **In Person Record Review.** No person may remove any record from City files. In person examination of City records shall be supervised by the Customer or designee of the Custodian. Copying of City records shall be done by the Custodian or designee. Records shall be protected from damage and disorganization.
13. **Electronic Media Requests.** All open record requests that are responded to by electronic media shall be provided in a format that prevents the document from being altered.
14. **Fees.** Iowa Code Section 22.3(2) states that a government body may, "charge a reasonable fee for the services of the lawful custodian or the custodian's authorized designee in supervising the examination and copying of the records."
- a. **Types of Fees**
- i. All legal, reasonable expenses for the examination or copying of records shall be paid by the party requesting the records.
 - ii. Two types of fees may be charged in responding to a public records request – a Labor Service Fee and a Copy Fee.
1. **Labor Service Fee – Supervising Examination of and Copying of Records**
 - a. Parties requesting records will be charged for the personnel expenses related to the search, retrieval, preparation, copying, and supervision of examination of records. Requestors will be charged the effective hourly wage rate of the staff member(s) for requests which take more than 30 minutes to fulfill in any one month. The wage rate shall be prorated to the nearest 15 minutes. Hourly wage rates are set annually by the City's "salary resolution". The Labor Service Fee rate does not include the cost of employee benefits. A requester shall not have the right to request that particular employees perform the services.
 2. **Copy Fee**

- a. Parties will be charged the applicable fees for requested photocopies and electronic copies. A copy of the fee schedule for copies of records is attached.

b. Fee Schedule

- i. Photocopies: \$0.25 per page for black and white copies
\$0.50 per page for color copies.
- ii. Documents provided on a USB flash drive: \$10.00/drive
- iii. GIS File: \$10.00/file
- iv. Postage: Actual cost of postage, if the City is requested to mail copies of records, records will be sent via certified mail.
- v. Routinely prepared or bound reports: Actual cost to produce.
- vi. Special requests for records mapping requests, and other non-traditional methods of providing information may incur additional costs.

c. Additional Costs

- i. The City reserves the right to amend the fee schedule at any time in the event of unanticipated expenses. The City will contact the requestor in advance of undertaking activities that would result in an additional charge.
- ii. Any costs not covered by the above fee schedule shall be charged to the requestor based on the actual costs incurred by the City, including but not limited to all amounts charged to the City by third parties in connection with the fulfillment of any records request. This may include expenses of legal services utilized for the review and/or redaction of legally protected confidential information.

15. Amendments. The City of Van Meter reserves the right to amend the fees and/or the Public Request Records Request form upon review and approval of the City Council of the City of Van Meter.

3.05.01 NSF POLICY

- 1. A fee of twenty-five (\$25.00) is hereby established for servicing all returned payments received by the City of Van Meter.
- 2. The City of Van Meter will only accept guaranteed payment (cash, approved card payment, cashier's check, or money order) from any individual or business who has had a payment returned to the City of Van Meter more than one (1) time in any given period of twelve (12) months.
- 3. The restriction of guaranteed payment shall last for one (1) year from the most recent returned payment date.
- 4. Notice of this Payment Policy shall be posted prominently at the City of Van Meter City Hall customer service counter.

3.06.01 HAZARDOUS COMMUNICATIONS WRITTEN POLICY

1. PURPOSE

The purpose of this document is to ensure that the hazards of all chemicals are evaluated, and that information is transmitted to City employees. This transmittal of information is to be accomplished by container labeling and other forms of warning, material safety data sheets, and employee training.

2. POLICY

This policy applies to any chemical in the workplace that is liable to be used by the employees of the City of Van Meter. The City shall develop, implement, and maintain at each major workplace, a written hazard communication program which will include the criteria for labeling and other forms of warning, material safety data sheets (MSDS),

and employee information and training. As part of this written program, a list of hazardous chemicals known to be present at the workplace shall be available.

3. LABELS & OTHER FORMS OF WARNING

A. Each container of hazardous chemical shall be labeled, tagged, or marked with the following information:

- 1) Identity of the hazardous chemical(s);
- 2) Appropriate Hazard Warnings; and
- 3) Name, address, and web addresses of the chemical manufacturer, importer, or other responsible party.

B. The City is only responsible for the first two (2) items on containers that employees label except in the following circumstances:

- 1) If the hazardous chemical is regulated by OSHA in a substance specific health standard, the label must conform to that standard.
- 2) An alternate method, such as signs, placards, or written operating procedures, may be used in lieu of labels for individual stationary process containers as long as the alternate method identifies the containers to which it is applicable and conveys the required information.
- 3) No label is required on portable containers into which hazardous chemicals are transferred from labeled containers, and are intended only for immediate use of the employee who performed the transfer.

C. All labels shall be written in English. If a container's existing label has the required information, it does not have to be replaced. The City shall have three (3) months to replace or revise any label after it has become aware of any significant information regarding the hazards of the chemical.

4. MATERIAL SAFETY DATA SHEETS (MSDS)

The City shall have in each of its major work areas an MSDS for each hazardous chemical which they use. These will be located in a binder in an accessible designated location. The City shall receive the MSDS from the manufacturer, importer, or distributor for each hazardous chemical which they use. Old or outdated MSDS will be replaced with the most current ones. This can be identified by date on MSDS.

5. EMPLOYEE INFORMATION & TRAINING

The City, using OSHA's Hazard Communications website (<https://www.osha.gov/dsg/hazcom/global.html>), shall provide effective information and training on hazardous chemicals in the workplace at the time of hire, initial assignment, or whenever a new physical or health hazard that employees have not been trained about is introduced into their work area.

A. Employees shall be made aware of the following information:

- 1) The requirements of OSHA Code 29 CFR 1910.1200, which is the Hazard Communication Standard: "The purpose of this section is to ensure that the hazards of all chemicals produced or imported are evaluated, and that information concerning their hazards is transmitted to employers and employees. This transmittal of information is to be accomplished by means of comprehensive hazard communication programs, which are to include container labeling and other forms of warning, material safety data sheets and employee training."

2) Any operations in their work area where hazardous chemicals are present; and

3) The location and availability of the written hazard communication program, including the required list(s) of hazardous chemicals, and material safety data sheets.

B. Employee training shall include:

- 1) Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.);
- 2) The physical and health hazards of the chemicals in the work area;
- 3) The measures employees can take to protect themselves from the hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used; and
- 4) The details of the hazard communication program developed by the employer, including an explanation of the labeling system and the material safety data sheet, and how employees can obtain and use the appropriate hazard information.

3.07.01 NUISANCE ABATEMENT POLICY – Check code

1. PURPOSE

To provide efficient and consistent policies, standards, and procedures for the understanding and implementation of City of Van Meter Code of Ordinances regarding nuisance abatement procedure.

2. POLICY

The City of Van Meter will operate under a non-complaint driven notification system for the abatement of nuisances related to junk vehicles and junk property. Whenever a complaint is received an officer of the City will serve notice to the property owner stating the nuisance and procedures and timelines for abating the nuisance.

- A. Complaints may be received from residents, city staff, or elected officials. Persons filing a complaint may remain anonymous to the property owner and city officers shall remain in contact with both parties during the abatement procedures.
- B. The Code Compliance Officer, City Clerk or City Administrator shall work to abate junk property and other nuisances.
- C. In cooperation with the Mayor and under his direction, the City Administrator, City Clerk, or Zoning Administrator shall work to abate dangerous buildings.
- D. The Chief of Police shall have jurisdiction over junk vehicles and shall operate under the guidelines of the above policy and City Ordinances **Chapter 51**.
- E. If a property has both junk and junk vehicles, then the Chief of Police and the City Administrator, or their designees, shall work in concert to have the nuisance(s) abated.
- F. Property owners shall be given ten days with a verbal warning to abate the nuisance. If the nuisance is not abated in ten days then a formal written notice shall be sent via certified mail, indicating the date the nuisance must be abated by, along with the amount of the municipal citation will be if the nuisance is not abated within the time.

3.08.01 PROHIBITING USE OF FORCE AGAINST NON-VIOLENT CIVIL RIGHTS DEMONSTRATIONS

1. PURPOSE

- A. The City of Van Meter, Iowa, to be henceforth referred to as the Local Government, has received federal funding in the form of a Community Development Block Grant (CDBG) for the purpose of enhancing the welfare of the residents of the City of Van Meter in Dallas County, Iowa.

B. CDBG funding requires the adoption and enforcement of a Resolution Prohibiting the Use of Excessive Force by Law Enforcement Agencies within the Jurisdiction of the Local Government against Any Individuals Engaged in Nonviolent Civil Rights Demonstrations, pursuant to Section 519 of the Department of Veteran Affairs and Housing and Urban Development, and Independent Agencies Appropriations Act of 1990.

C. The Local Government also endorses a policy of enforcing applicable state and federal laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within the jurisdiction of this Local Government.

2. POLICY

The Local Government endorses a policy of prohibiting the use of excessive force by law enforcement agencies against individual(s) engaged in non-violent Civil Rights demonstrations and will inform all law enforcement agencies within its jurisdiction of this policy.

3.09.01 SOCIAL MEDIA POLICY

The City has created various social media accounts for the purpose of informing the public about City business, services, and events. The City of Van Meter's Social Media Use Policy establishes policies and procedures governing employee use of such social media accounts. Employees who are required by job duties to engage in social media networking should become familiar with the following policies and procedures established in regards to social media.

1. PURPOSE

This administrative policy establishes the policies and procedures governing social media use by City of Van Meter Departments, Council, Boards, and Commissions. In addition, this policy addresses the responsibilities of individual employees and elected and appointed officials with regard to social media and the use of City resources (time/equipment) as well as responsibilities related to public records and open meeting laws.

Social media accounts shall be used for the purpose of informing the public about City business, services, and events. All official City of Van Meter presence on social media accounts are considered an extension of the City's information networks.

The benefit of social media for the City of Van Meter is to provide the community with updates regarding city business, services, and events.

2. DEFINITIONS

A. City of Van Meter Social Media Use Policy: Designed with a broad focus to help employees freely and creatively participate in social media platforms, by focusing on high-quality practices, while maintaining continuity of the city's image.

B. Social Media: Various forms of discussion and information-sharing, including social networks, blogs, video sharing, podcasts, wikis, message boards, and online forums. Technologies include: picture-sharing, wall postings, email, and instant messaging. Examples of social media applications include, but are not limited to, Facebook (social networking) and Twitter (social networking and microblogging), and news media comment sharing/blogging.

C. Social Networking: The practice of expanding business and/or social contacts by making connections through web-based applications. This policy focuses on social networking as it relates to the Internet to promote such connection for official city business and for employees, elected and appointed officials who are using this medium in the conduct of official city business.

3. POLICY AND PROCEDURES

A. The City's website www.vanmeteria.gov will remain the official location for content regarding City business, services, and events. Whenever possible, links within social media formats should direct users back to the City's website for more information, forms, documents, or online services necessary to conduct business with the City of Van Meter.

B. Links to all social media accounts to which the City belongs are to be listed on the City's website. Interested parties wishing to interact with these accounts will be directed to visit the City's website for more information on how to participate.

C. All City social media accounts should be viewable to the public therefore privacy settings should not be used.

D. The City logo, approved department logos and authorized departmental extensions should be used on all social media accounts to confirm authenticity of site.

E. The City of Van Meter (including all Departments, Boards, and Commissions with the exception of the Van Meter Public Library) will utilize one centralized website, Facebook page, Twitter account, and other applicable social media accounts in order to ensure that all social media accounts are responsible for complying with applicable federal, state, and local laws, regulations, and policies. This includes adherence to established laws and policies regarding copyright, records retention, Freedom of Information Act (FOIA), First Amendment free speech rights, privacy laws (permission to post pictures), and information security policies established by the City of Van Meter.

City's Official Website – www.vanmeteria.gov

City's Official Facebook - <https://www.facebook.com/CityofVanMeter/about/>

Van Meter Public Library Official Website - <https://www.vanmeter.lib.ia.us/>

Van Meter Public Library Official Facebook - <https://www.facebook.com/vanmeterpubliclibrary>

F. City social media accounts should only join a group or become a fan of a page if it is related to city business, services, and events.

G. The City Administrator is the City's Social Media Administrator. However, the City Administrator may designate the City Clerk, Deputy Clerk, Administrative Clerk or Department Head to act as the Social Media Administrator. Department Heads shall be granted access to post content to the City's social media accounts upon request with the exception of the City's website. All website content requests must be sent to info@vanmeteria.gov.

- 1) The Social Media Administrator or Department Head will ensure the appropriateness of content.
- 2) The Social Media Administrator or Department Head should:
 - a. Be familiar with the City of Van Meter's personnel policies.
 - b. Understand the scope of responsibility and be appropriately trained to interact on behalf of that Department.

J. Employees, elected officials, appointed board & commission members and volunteer fire department members representing the City of Van Meter via social media accounts must conduct themselves at all times as a representative of the City of Van Meter. Representatives of the City of Van Meter who fail to conduct themselves in an appropriate manner shall be subject to the Disciplinary Action Procedures outlined in the Employee Handbook, Councilmember Handbook, Board and Commission Handbook, and/or Fire Department Handbook.

4. POSTING/COMMENTING GUIDELINES

A. When posting information on the City's social media sites, moderators must adhere to the following:

- 1) All messages posted to social media accounts should strengthen the City's image, increase positive publicity, and improve community relations.
- 2) Moderators must ensure information is accurate, timely, and appropriate.
- 3) All content is to be fully accessible to any person requesting documents from that site.
- 4) Before posting someone else's material, check with owner for permission.
- 5) Always pause and think before posting. It's better to err on the side of caution.

8) Stick to your area of expertise. For example, if Park & Recreation receives a question about Library Summer Program registration, it is not appropriate for Park & Recreation staff to answer the question since it's not the Department's area of expertise. Instead the moderator should direct the question to the appropriate department.

B. Acceptable forms of posted material include, but are not limited to:

- 1) Text.
- 2) Multimedia video.
- 3) Live streaming video.
- 4) Photographs or graphics.
- 5) Links.

C. To assure that information posted on social media accounts are official, timely, and accurate, all material posted should be tied to the moderator(s)' City of Van Meter's email account.

D. Postings and comments to the City of Van Meter social media accounts containing any of the following forms of content will not be allowed:

- 1) Profane language or content.
- 2) Content that promotes, fosters, or perpetuates discrimination of protected classes under the Equal Employment Opportunity/Affirmative Action Policy Plan of the City of Van Meter.
- 3) Explicit sexual or harassing content, images or links to sexual or harassing content, images, or links.
- 4) Information that may compromise the safety or security of the public or public systems; or content that violates a legal ownership interest of any other party.
- 5) Conduct or encouragement of illegal activity.
- 6) Solicitation of others for commercial ventures or religious, social, or political causes.
- 7) Personal information about employees.
- 8) Off topic discussions or postings.
- 9) Making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, the city, or its operations.
- 10) Chat sessions in any social media accounts will not be used.

E. The Social Media Administrator or Department Head reserves the right to delete submissions that are deemed inappropriate, according to prescribed unacceptable content standards. If any record is deleted for unacceptable content, it is still the City's responsibility to retain a public record of that content and keep a running record of why the information was removed.

F. Friends, fans, or followers should be removed if they continue to post inappropriate content. One warning should be given. If the individual posts inappropriate content a second time, they should be removed or blocked. The following verbiage can be used to warn individuals about their content: "Your recent post is in violation of the City of Van Meter's Social Media Policy. Please refrain from posting inappropriate content in the future. If you do not refrain from posting such content, we will regretfully have to block you from further posts. Thank you for understanding."

G. Material that is tagged to departmental accounts should be monitored to ensure appropriateness. If the tag is inappropriate, moderators or designees should remove the tag promptly.

5. SECURITY OF SOCIAL MEDIA ACCOUNTS

A. The following protection strategies should be implemented when using social media accounts:

- 1) Moderators should never leave a workstation unattended when logged on the social media account.
- 2) Only the Social Media Administrator or authorized Department Heads should know login and password to social media account(s).
- 3) If moderator(s) change, login and password should change.

B. If security of social media account has been compromised, the Social Media Administrator or Department Head should:

- 1) Respond quickly.
- 2) Change login and password information immediately.
- 3) Acknowledge security breach to social media followers.
- 4) Look for signs of damage and make necessary corrections.
- 5) Report incident to the City Administrator.

6. OPEN RECORDS

City Social Media sites are subject to the Iowa Open Records Act. Any content maintained in social media format that is related to city business, including a list of subscribers, posted communication, and communication submitted for posting, maybe a public record subject to public disclosure. For Public Records Act requests, please contact the City Clerk's Office directly.

3.10.01 LOGO GUIDELINES

1. PURPOSE

The Van Meter logo goes beyond simply communicating the city's name. It also serves to convey the positioning and personality of Van Meter. It is a symbol that will be synonymous with landscape, family, community, schools, and technology. Each department may have a department specific logo so long as the logo remains consistent with the City's guidelines and standards.

2. COLOR PALETTE

The correct use of color is key in establishing brand recognition. The Van Meter signature should be reproduced using only the colors designated in this guideline. Van Meter's primary color palette have been chosen to reflect the quality and innovation people associate with the City of Van Meter. Black may be used for 1 or 2 color reproduction of the logo. For process color printing, refer to the CMYK values shown below. For the internet, refer to the RGB values also shown below.

Van Meter Blue
C: 99 M: 49 Y: 96 K: 43
R: 0 G: 73 B: 104

Van Meter Green
C: 56 M: 14 Y: 96 K: 1
R: 127 G: 171 B: 69

3. TYPOGRAPHY

Consistency in the look and feel of Van Meter's communications reinforces the attributes of our personality and the values associated with the Van Meter brand. One way to achieve consistency is through the uniform use of approved typefaces. Below are some examples of typefaces that are approved.

Guardi LT Standard
Myriad Pro Regular
Helvetica
Arial

Guardi LT 95 Black
Myriad Pro Light
Helvetica Bold
Arial Bold

3.11.01 FLAG ETIQUETTE POLICY

1. PURPOSE

To inform all department heads maintaining city facilities of the City's flag etiquette policy.

2. CONDUCT DURING PLAYING OF THE NATIONAL ANTHEM

During rendition of the national anthem when the flag is displayed, all present except those in uniform should stand at attention facing the flag with the right hand over the heart. Men not in uniform should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should render the military salute at the first note of the anthem and retain this position until the last note. When the flag is not displayed, those present should face toward the music and act in the same manner they would if the flag were displayed there.

3. PLEDGE OF ALLEGIANCE TO THE FLAG; MANNER OF DELIVERY

The Pledge of Allegiance to the Flag, "I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, 1 Nation under God, indivisible, with liberty and justice for all," should be rendered by standing at attention facing the flag with the right hand over the heart. When not in uniform men should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the flag, and render the military salute.

4. DISPLAY AND USE OF FLAG BY CIVILIANS; CODIFICATION OF RULES AND CUSTOMS; DEFINITION

The following codification of existing rules and customs pertaining to the display and use of the flag of the United States of America is established for the use of such civilians or civilian groups or organizations as may not be required to conform with regulations promulgated by 1 or more executive departments of the Government of the United States. The flag of the United States for the purposes of this chapter shall be defined according to sections 1 and 2 of Title 4 and Executive Order 10834 issued pursuant thereto.

5. TIME AND OCCASIONS FOR DISPLAY; HOISTING AND LOWERING

A. It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flag staffs in the open. However, when a patriotic effect is desired, the flag may be displayed 24 hours a day if properly illuminated during the hours of darkness.

B. The flag should be hoisted briskly and lowered ceremoniously.

C. The flag should not be displayed on days when the weather is inclement, except when an all weather flag is displayed.

D. The flag should be displayed on all days, especially on

New Year's Day - January 1

Inauguration Day - January 20

Lincoln's Birthday - February 12

Washington's Birthday - 3rd Monday in February

Easter Sunday - (variable)

Mother's Day - 2nd Sunday in May

Armed Forces Day - 3rd Saturday in May

Memorial Day (half-staff until noon) - last Monday in May

Flag Day - June 14

Independence Day - July 4

Labor Day - 1st Monday - September 17

Columbus Day - 2nd Monday in October

Navy Day - October 27

Veterans Day - November 11

Thanksgiving Day - 4th Thursday in November

Christmas Day - December 25

Other days as may be proclaimed by the President of the United States

Birthdays of States (date of admission)

State holidays

E. The flag should be displayed daily on or near the main administration building of every public institution.

F. The flag should be displayed in or near every polling place on election days.

G. The flag should be displayed during school days in or near every schoolhouse.

6. POSITION AND MANNER OF DISPLAY

A. The flag should not be displayed on a float in a parade except from a staff, or as provided in subsection (i) of this section.

B. The flag should not be draped over the hood, top, sides, or back of a vehicle or of a railroad train or a boat. When the flag is displayed on a motorcar, the staff shall be fixed firmly to the chassis or clamped to the right fender.

C. The flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag's own right, and its staff should be in front of the staff of the other flag.

D. The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of States or localities or pennants of societies are grouped and displayed from staffs.

E. When flags of States, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the flag of the United States or to the United States flag's right.

F. When flags of 2 or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of 1 nation above that of another nation in time of peace.

G. The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day.

H. When the flag is suspended across a corridor or lobby in a building with only 1 main entrance, it should be suspended vertically with the union of the flag to the observer's left upon entering. If the building has more than 1 main entrance, the flag should be suspended vertically near the center of the corridor or lobby with the union to the north, when entrances are to the east and west or to the east when entrances are to the north and south. If there are entrances in more than 2 directions, the union should be to the east.

7. RESPECT FOR FLAG

No disrespect should be shown to the flag of the United States of America; the flag should not be dipped to any person or thing. Regimental colors, State flags, and organization or institutional flags are to be dipped as a mark of honor.

A. The flag should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.

B. The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.

C. The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.

D. The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

8. CONDUCT DURING HOISTING, LOWERING OR PASSING OF FLAG

During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in review, all persons present except those in uniform should face the flag and stand at attention with the right hand over the heart. Those present in uniform should render the military salute. When not in uniform, men should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Aliens should stand at attention. The salute to the flag in a moving column should be rendered at the moment the flag passes.

9. MODIFICATION OF RULES AND CUSTOMS BY PRESIDENT

Any rule or custom pertaining to the display of the flag of the United States of America, set forth in section 171-178 of this title, may be altered, modified, or repealed, or additional rules with respect thereto may be prescribed, by the Commander in Chief of the Armed Forces of the United States, whenever he deems it to be appropriate or desirable; and any such alteration or additional rule shall be set forth in a proclamation.

4.01.01 MEMORIAL TREE PLANTING POLICY

1. PURPOSE

To provide efficient and consistent policies, standards, and procedures for the understanding and implementation of trees, shrubs, bushes, and flowers planted by the public in memory or honor of someone.

2. POLICY

The City of Van Meter will approve the planting of trees, shrubs, bushes, or flowers in designated city parks and green spaces for the purpose of serving as a living memorial or honorarium for someone provided the species of trees, shrubs, bushes, or flowers meets the guidelines of the approved and accepted species list as designated in the City of Van Meter Ordinance Chapter 151 "Trees."

3. SPECIAL CONSIDERATIONS

A. The trees, shrubs, bushes, or flowers will be planted twice a year, at a time determined by the Park Board and tree specialists for optimal planting.

B. Memorial trees will not feature a plaque or other physical identifier on or near the trees, but will instead have their mapped location, named memorial, and tree type on the official map below. Memorial trees can be purchased/donated and reserved by contacting City Hall. Tree memorial donations will include the tree, planting, initial care and follow-up, and permanent listing on the memorial tree map.

C. The City will maintain the trees, shrubs, bushes, or flowers after the first year of life in the regular course of routine maintenance as is part of standard practice with care and treatment of existing foliage.

D. The City's boards, commission, or administrator may not approve a planting if it is deemed inappropriate for the area suggested or if there appears to be excessive maintenance and care required during the life of the planting.

E. Any recognition of the planting designating it as a memorial or honorarium shall have the approval of the City's boards, commission, or administrator.

F. Plaques, engraved rocks, or other methods used to recognize the planting are not permitted next to or around the planting. All recognition mementos must be attached to a central location provided and maintained by the City of Van Meter.

4.02.01 PARK SHELTER RESERVATION POLICY

1. PURPOSE

The purpose of this policy is to set guidelines and procedures for renting park shelters at the City of Van Meter's parks.

2. POLICY

A. Individuals and organizations may reserve a park shelter by emailing parksandrec@vanmeteria.gov. There is no fee to reserve a park shelter.

B. Park shelters may be used without a reservation on a first come, first served basis if no other individual or organization has reserved the shelter.

3. RESERVING A SHELTER

A. Individuals and organizations cannot reserve or use park shelters for any specific times that have been already reserved.

B. A reservation is not confirmed until both the Parks and Recreation Director has confirmed that the reservation has been approved.

C. Individuals and organizations must provide the following information to reserve a park shelter:

- 1) Name of individual or organization.
- 2) Contact person and phone number.
- 3) Address.
- 4) Facility requested (Johnson Park Shelter, Memorial Park Stage)
- 5) Date requested.
- 6) Type of activity or function of event.
- 7) Approximate hours of the event.
- 8) Approximate number of people attending event.

F. Individuals and organizations that wish to use amplified noise or sound must also submit an application for a Sound Permit.

G. There is no deadline for reserving a park shelter. Reservations may be made on the day of the event as long as the request is submitted and approved prior to the event.

H. First come, first served with community activities having priority.

I. The permit is valid for the entire day applied for, with a placard indicating the event to be visible at the facility requested. Police are to be contacted for any disagreements at the facility.

J. Shelter availability and reservations will be shown on the City's website and the City's community calendar.

4. GUIDELINES

A. The applicant is responsible to maintain order among the participants attending the event.

B. The applicant and the event's participants are required to obey all park rules.

C. The applicant and the event's participants are responsible for damage to park property.

D. The applicant and the event's participants are responsible for cleaning the shelter or area used following the event.

E. No glass bottles are allowed in City parks.

F. The event must finish before the park closes.

- G. No alcohol is allowed in City parks.

4.03.01 SPECIAL EVENTS, BLOCK PARTIES AND LIVE PERFORMANCE POLICY

1. PURPOSE

The purpose of this policy is to set guidelines, regulations, and procedures for special event applications and permits for the City of Van Meter. Individuals or organizations requesting use of City property or right-of-way for special events must fulfill basic responsibilities in order to conduct the event with the approval of the City.

In addition, this policy includes guidelines, regulations, and procedures for events that amplify sound of live performances in the City. This policy, as it pertains to noise permits, follows **Chapter 43.08 of the City Code.**

2. GENERAL GUIDELINES

A. Receiving approval from the City does not preclude responsibility for any additional permits, approvals, or state and federal regulations.

B. The City reserves the right to impose special guidelines and restrictions based on the nature of the proposed special event and its attendant circumstances.

C. Applicants must complete the following forms and submit them to the City Clerk's office at least 30 days prior to the proposed event, and prior to the next Council meeting. City Council meetings are held on the second Monday of each month at 7:00 p.m.

- 1) Special Event Permit Application
- 2) Sound Permit (if applicable)
- 3) Mobile Food Truck Vendor Application (if applicable)
- 4) Off Duty Police Officer Request Form (if applicable)
- 5) Indemnification / Hold Harmless
- 6) Supporting documents such as maps
- 7) Any applicable fees
 - a) Additional charges may apply depending on the type of special event or the special event's requirements.
 - b) Additional permits (Sound, Mobile Food, Off Duty Officer, etc) may require additional fees

E. The City Administrator or City Clerk is authorized to grant or deny permission for most special events unless arterial streets are closed or the event will go past 9:00 p.m. weekdays or 10:00 p.m. on weekends.

3. TYPES OF EVENTS

The following is a partial list of acceptable special events:

- A. Parades.
- B. Timed events.
- C. Athletic events.
- D. Street fairs.
- E. Outdoor concerts.
- F. Rallies involving the use of public land.

- G. Walk/Run.
- H. Festival
- I. Live Performances
- J. Farmers Markets

K. Block Parties - A **block party** is defined as an event open to a specific/defined neighborhood or area. No admission fee is charged for attendance to a block party. Alcoholic beverages are not sold. However, alcoholic beverages may be legally consumed on private property. No entrance fee or admission is charged for service of alcoholic beverages. Street closures, if necessary, will not exceed eight (8) hours. The use of kybos / port-a-potties are not necessary.

4. POLICY

A. Upon issuance of the permit, the applicant must comply with insurance provisions requiring a certificate of insurance naming the City of Van Meter as an additional insured in the following amounts:

- 1) Public Liability Insurance for any one person not less than \$500,000.
- 2) Public Liability Insurance for any one accident not less than \$1,000,000.
- 3) Each policy and certificate shall have endorsed thereon: "No cancellation of or change in this policy shall become effective until after ten (10) days' notice by registered mail to: City Clerk, Van Meter City Hall, 310 Mill Street, PO BOX 160, Van Meter, IA 50261

B. Upon filing an application, an Indemnification and Hold Harmless Agreement (prepared by the City of Van Meter) holding the City of Van Meter and its Boards, Commissions, Officers and Employees harmless must be executed by the applicant or an authorized representative.

C. The application must include a map of the specific area to be used or route of travel. The map must delineate the City property to be used (Streets/Sidewalks/Trails, etc.), start and finish points and direction of flow, if applicable, as well as location(s) of outdoor toilet and liquor dispensing area(s), if any.

D. The applicant must comply with all federal, state, county, and city laws, ordinances and regulations including all regulations adopted and established by the City.

E. The applicant must assume extra costs associated with public safety and sanitation at the level of service recommended by the City of Van Meter. This includes the number and type of barricades, number of toilets / kybos and trash receptacles, and the number and hours of police/security officers.

F. If alcoholic beverages are to be sold or if an entrance or admission is charged for an event at which alcoholic beverages will be served, a Liquor Permit and Dram Shop Insurance will be required. This permit, which is not included in the application fee for the Special Event, requires consideration and approval by the Van Meter City Council, the Van Meter Chief of Police and, in some instances, requires approval by the State of Iowa. Questions concerning liquor permits must be directed to the City Clerk.

G. If the event is held in a secured area, allowance must be made for access for fire emergencies including a minimum of two (2) exits. Events held on public streets must include an allowance for a continuous, through traffic lane for use by public safety personnel in an emergency.

H. The use of a tent of more than 200 square feet (enclosed) or canopy style (open on three sides) of more than 400 square feet will require the Van Meter Volunteer Fire & Rescue Department to review proof of fire retardancy from the manufacturer or supplier as well as the proposed location and intended use of the tent.

I. A building/electric permit will be required for construction, electric, or plumbing work necessitated by the event. The cost of the permit, issued by the Code Compliance Department, is not included in the application fee for the Special Event.

J. If the event will utilize amplified sound a sound permit will be needed. As indicated above, the cost of the permit, issued by the Code Compliance Department is not included in the application fee for the Special Event.

K. STREET CLOSURE RULES

Type III barricades are always required, with lights added after dark. The barricades must be sufficient so as to completely close the street or roadway but yet be easily and quickly removable solely for emergency vehicle access. The applicant will be charged for the actual costs incurred to rent the Type III barricades.

If the street closure is a result of a block party:

- A. Barricades will be placed on the street right-of-way at the intersections of the street closing by Public Works staff prior to the event.
- B. The persons(s) in charge of the block party will set out the barricades at the intersections just prior to the start of the block party.
- C. When the block party has concluded and the street right-of-way is clear of people, materials, and debris, those in charge shall remove the barricades from the street. The removed barricades shall be placed back at the location where they were dropped off. The street shall be opened for vehicular traffic no later than the concluding time listed.
- D. The Public Works Department shall pick up the barricades the following business day.
- E. The person(s) requesting the block party is / are responsible and will be billed for all damaged or lost barricades. The fee for damaged or lost barricades may be up to \$300.00 each.

L. The following number of portable toilets/kybos is required in accordance with estimated event attendance:

- 1) For events with alcohol: 1 toilet/kybo for every 150 people.
- 2) For events without alcohol: 1 toilet/kybo for every 250 people.

The cost of portable toilets/kybos is the sole cost and responsibility of the applicant.

M. The applicant must utilize police/security officers if recommended by the Van Meter Police Department. When alcohol is available at the event, the applicant must comply with the recommendations of the Police Department. In some instances off-duty police officers may be hired; contact the Police Department for details.

N. The applicant must propose a plan to address sanitation/garbage collection for the event. If costs are associated with sanitation/garbage collection for the event, the costs are the sole responsibility of the applicant.

O. Block Party Specifications

- 1) Within the enclosed block party area, 90% of the residents, including any listing agent with a home for sale, must be in favor or and / or approve the request. Approvals must be in writing using either the City's designated form.
- 2) The application must include a map of the specific area to be used and the street(s) to be blocked off. Except for very limited circumstances, the City will require that a street closing be from cross intersection to cross intersection so that no traffic can turn onto a closed street.

3) BLOCK PARTY RULES

- A. The applicant must comply with all federal, state, county, and City laws.
- B. The block party should not last longer than eight (8) hours and may not start before 9:00 a.m., nor extend beyond 10:00 p.m. This does not include set-up and cleanup.
- C. No alcohol may be kept or consumed on the street or public right-of-way. Alcohol must be kept and consumed on private property.

D. Any dunk tank, recreational inflatable item, semi-permanent exhibit, or any other item of any kind that may prevent or limit the access of public safety vehicles shall be prohibited from being placed in the street or public right-of-way.

E. Any music or other noise shall be maintained in conformance with the City's Noise Ordinance. All music shall be turned off at 9:00 p.m. on weekdays and 10:00 p.m. weekends.

1) Any valid complaint of disturbance of the peace will result in a warning.

2) If the disturbance continues, it shall be reason to terminate the block party.

F. The use of fireworks is allowed only pursuant Iowa Code.

G. Block party organizers must comply with all street closure rules.

4.05.01 MOBILE FOOD TRUCK POLICY

REGULATIONS APPLICABLE TO ALL MOBILE FOOD VENDING UNITS OR FOOD STANDS

Regulations apply to all vendors, regardless of location or type. Mobile food vendors shall comply with Federal, State and County Laws in relation to mobile food vending units.

No Mobile Food Vendor Shall:

A. Leave a food cart unattended in the public right-of-way.

B. Operate, store, leave unattended, or park any mobile vending unit in the public right-of-way between the hours of 2:00 AM- 6:30 AM.

C. Leave any location without first picking up and removing all trash and refuse including all products spilled on the sidewalk as a direct result of the mobile food vending operation.

D. Dispose of trash and refuse in a dumpster or trash receptacle which is not owned or permissible for use by the mobile food vendor.

E. Sell to any person situated in a motor vehicle.

F. Conduct any sale from a mobile food vending unit from a parking space which is designated as a handicap parking space.

G. Conduct any sales from outside the mobile vending unit, unless a reasonable accommodation is necessary to serve a customer with a disability.

H. Sell or attempt to sell alcoholic beverages and anything other than prepared, packaged, and/or whole unprocessed foods that are not potentially hazardous.

I. Locate within three (3) feet of a fire hydrant or ten (10) feet of a building ingress/egress door.

J. Operate a generator and/or vehicle motor which generates visible smoke, excessive noise, or excessive gasoline/diesel fumes.

K. Use Liquefied Petroleum (LP) gas without first obtaining a permit from the City of Van Meter Fire Department.

L. Leave less than six (6) feet of unobstructed passage on a public or private sidewalk.

M. Operate a mobile food vending unit or food stand within a public alley.

N. Stop, idle, or park in a location in which patrons or the mobile food vending unit, food stand or patrons thereof would be within a bike lane, fire lane, parking space not permitted for use by a mobile food vendor, sight-triangle or loading zone.

O. Operate a mobile food vending unit or food stand within state or federal right-of-way.

P. Mobile Food Vendors shall comply with Federal, State and County Laws in relation to Mobile Food Vending Units or food stands.

Mobile Vending in City Right-of-Way | ALL Mobile Food Vendors

Applicable to ALL mobile food vendors in the City owned right-of-way (location between the sidewalk and the street).

A. No mobile food vendor shall operate a mobile food vending unit or food stand within or upon the public right-of-way without a mobile food vendor license pursuant to the Code of Ordinances of the City of Van Meter

- B. No mobile food vending unit or food stand shall operate in public right-of-way within 100 feet from the entrance of a restaurant measured as a 100 foot buffer of a point, located at the center of the primary entrance of a restaurant between 6:30 AM and 10:00 PM.
- C. Parking space or spaces shall be considered in conformance with this chapter of the Municipal Code for the full license term based on the existing restaurant locations at the time of application.
- D. Neither food stands nor food carts shall locate in any on-street parking space in the public right-of-way.
- E. Neither food stands nor food carts shall locate within 5 feet of sidewalk ramps.
- F. No food truck shall locate upon a sidewalk.
- G. No food truck shall park within 35 feet of a stop sign in the direction of approach.
- H. All sales activities and the transfer of food and beverages to the customer shall occur only on the sidewalk side of the mobile vending unit.
- I. No food truck shall operate in angled parking spaces unless approved and licensed by the City Van Meter.
- J. Neither the mobile food vendor, nor any employees or agents thereof shall shout, make any outcry, blow a horn, or use any other sound device including any loud speaking radio or amplifying system for the purpose of attracting attention to the operation.
- K. No mobile food vendor shall set up or maintain the use of any table, chair, crate, carton, rack or any other device placed within the public right-of-way, to market or provide a seating and/or eating area for the mobile food vending operation. This shall include providing tables, chairs or other furniture within the public right-of-way.
- L. Not more than one (1) sandwich board type sign (also known as A frame sign), no larger than six (6) square feet is permitted and shall be placed only on the sidewalk within five (5) feet of where the mobile food vending unit or food stand is located

MOBILE VENDING IN CITY RIGHT-OF-WAY | NON-NUMBERED OR NON-METERED PARKING SPACE

Applicable to mobile food vendors in the City owned right-of-way utilizing a non-numbered or non-metered parking space. These regulations are in addition to the regulations for ALL mobile vendors.

- A. Food trucks operating in non-numbered and non-metered parking spaces shall be subject to the following:
1. A mobile food vendor license shall be required.
 2. Mobile food vendors shall be legally parked.

Mobile Vending in City Right-of-Way | Moving from Sale to Sale

Applicable to mobile food vendors in the City owned right-of-way moving from sale to sale (for example, an ice cream truck). These regulations are in addition to the regulations applicable to ALL mobile vendors.

- A. Food Trucks engaging in intermittent sales in the public right-of-way shall also be subject to the following:
1. The mobile food vending unit shall not exceed five (5) miles per hour while playing music.
 2. Sales are restricted to pedestrians and only at such a time when the food truck has come to a complete stop and is legally parked.
 3. Hours of operation shall be no earlier than 10:00 AM and no later than 8:00 PM or sunset, whichever occurs first.
 4. No loudspeaker or other sound system which may disturb the peace in the area is permitted. Music from the food truck is permitted to draw attention to the sales operation, but shall not be of a magnitude to create a disturbance in the surrounding area.
 5. A sign displaying the name of the company and telephone number shall be affixed to the vehicle and be no smaller than one (1) square foot.

MOBILE FOOD VENDING IN ASSOCIATION WITH SPECIAL EVENTS

- A. Mobile food vending units or food stands approved by a Special Event Permit holder(s) operating in conjunction with said approved Special Event Permit shall be required to obtain a mobile food vendor license from the Office of the City Clerk.

- B. A mobile food vending unit or food stand shall not be located in a public right-of-way within two (2) City blocks of the affected blocks of a special event, which has been approved by the Van Meter City Council, during the scheduled special event hours of operation, unless specifically licensed as part of said special event.
1. The "affected blocks" are any blocks containing any portion of a block for which the special event permit has been issued.
 2. Any entity, organization, or person with an approved special event permit, may provide in writing, to the Office of the City Clerk, a written statement indicating that they waive the requirement of the two (2) block affected area during their special event hours of operation.

MOBILE FOOD VENDING ON PRIVATE PROPERTY

- A. No mobile food vendor shall operate a mobile food vending unit or food stand within or upon private property without a mobile food vendor license pursuant to this Chapter.
- B. Any signage associated with the mobile food vendor shall comply with all applicable statutes, ordinances, and regulations. Signage placed on a food cart or on a food truck shall be exempt from total signage area allocated to the parcel so long as the food truck or food cart is operational. Any freestanding signage associated with the mobile food vending operation shall count against the signage area allotted to the parcel.
1. Signage types which are prohibited by Chapter 32 of the Municipal Code shall be prohibited from placement by any mobile food vendor licensee.
- C. Vending on private property without permission of the property owner is trespassing.

MOBILE FOOD VENDING IN CITY PARKS

- A. No mobile food vendor shall operate within a parking lot directly adjacent to, or with direct access to, a concession stand while said concession stand is in operation.
- B. Mobile food vendors shall be limited to hard-surfaced areas of the park, but this shall not mean within any roadway or parking lot drive aisle.
- C. Mobile food vending shall be limited to the park hours of operation set by the City of Van Meter.
- D. A mobile food vending unit or food stand shall not be located in public right-of-way within two (2) City blocks of the affected area within a City Park holding a special event or other operation as deemed necessary by the City Parks and Recreation Department unless specifically licensed as part of said special event by the permit holder of said special event.
1. The City of Van Meter Director of Parks and Recreation or designee thereof, or special event permit holder, may provide in writing, to the Office of the City Clerk, a written statement indicating that they waive the requirement of the two (2) block affected area during the event hours of operation.

EXEMPTIONS FROM CITY MOBILE FOOD VENDOR LICENSE REQUIREMENTS

When a mobile food vendor is operating on private property a license is not required to be obtained from the Office of the City Clerk if one or more of the following conditions is met:

- A. Non-Profit Organizations
1. Sales activities by a charitable, educational, or religious organization which is exempt from taxation under section 501(c)(3) of the United States Internal Revenue Code when the proceeds thereof shall be applied to the payment of the expenses thereof and the charitable or religious object for which the charitable or religious society exists, provided that such sales are not conducted by such organization in excess of three (3) consecutive days in any seven-day period at the same location.
- B. Farm Stands
1. In the event unprocessed whole food is being sold or attempted to be sold on the same parcel or group of parcels under common ownership on which said food is grown, and the parcel(s) is assessed as Agricultural Land by the Cedar Rapids City Assessor, a mobile food vendor license is not required.

5.01.01 ABANDONED SEWER AND WATER CONNECTIONS – Ask Drew

1. PURPOSE

To provide efficient and consistent policies, standards, and procedures for the understanding and practice of abandoning residential and commercial water and sewer service lines from a property which no longer requires City services.

2. POLICY

In accordance with Chapters 90, 95, and 96 of the City Code of Ordinances, the City of Van Meter deems it necessary to require all outdated and abandoned service lines to be capped and permanently abandoned per this policy.

3. SPECIAL CONSIDERATIONS

A. Sewer lines shall be cut one foot behind the curb line without damaging the curb, the street surface, or without danger of undermining the street surface.

1) The line shall be plugged and capped with concrete or other suitable permanent material and shall be made absolutely water tight. Before the trench is backfilled on an abandoned line the City's sewer superintendent shall inspect the procedures used in abandoning the line. City staff shall be the final authority on abandonment inspections.

2) If possible, and without permanent damage to the street, the service shall be terminated and capped at the main trunk line.

3) Once the abandonment has been completed and inspected, the City may issue a letter releasing the property owner from further liability of the capped line.

B. Water lines shall be capped at the main.

1) The line shall be cut, crimped, and capped so as to be made absolutely water tight. Before the trench is backfilled on an abandoned line the City's water superintendent shall inspect the procedures used in abandoning the line. City staff shall be the final authority on abandonment inspections.

2) If possible, and without permanent damage to the street, the service shall be terminated and capped at the main trunk line.

3) Once the abandonment has been completed and inspected, the City may issue a letter releasing the property owner from further liability of the capped line.

C. All work to abandon utility service lines shall be completed within fifteen days of disconnection and discontinuation of service.

5.02.01 IRRIGATION METER POLICY

An irrigation meter may also be installed to measure water that is not disposed of through the public sanitary sewer system. The water measured by an irrigation meter may include water for swimming pools, watering yards, watering gardens or other similar uses. The following regulations apply to irrigation meters.

1. Meters shall be registered by and purchased from the City at the City's cost, plus \$25.00. The expense to install, maintain and replace the meter will be the property owner's responsibility.

2. Prior to installation of the irrigation meter, the Water Superintendent shall review and determine whether the meter meets the guidelines set forth, including location and use of the meter.

3. After June 2023, only type II irrigation meters will be allowed. Only interior installation will be allowed. The irrigation meter must be installed within two feet of and parallel to the main meter. The meter must be installed parallel to the floor with the arrow of the meter being the direction of the flow of the water to the outside. Shut off valves must be installed within one foot both in front of and behind meter. Water lines must be valved separately from main system and lead directly outside.

4. When the connection of the irrigation meter is to an underground irrigation system, a back flow preventer must be installed between the irrigation system and the irrigation meter. The back flow prevention device must be approved by the Superintendent prior to installation. After initial approval, the back flow preventer must be inspected and certified annually on or before the anniversary of installation. The certification must be submitted to the City annually to continue service. Failure to certify back flow preventer may result in service being discontinued without further notice. Service will not be restored until certification and all outstanding bills are brought up to date or other arrangements are made with the City and Superintendent. A fee of \$20.00 will be charged prior to reconnection in the event of service interruption. No irrigation systems shall be installed in the public right-of-way. Billing for the Type II meter user shall be for water gallons used, no minimum usage.

5.03.01 CROSS CONTAMINATION WELL POLICY

5.04.01 UTILITY BILLING PROCEDURES

1. PURPOSE

To provide efficient and consistent policies, standards, and procedures for the understanding and practice of disconnecting water service to residents delinquent in paying for their water service.

2. POLICY

In accordance with Chapter 92 of the City Code of Ordinances, the City of Van Meter establishes its water and utility billing procedures.

3. APPLICATION FOR SERVICE

A. The City of Van Meter requires all new, transfer, and cancellation utility service requests to be requested by the account holder to the office of the City Clerk PRIOR to the requested service date. Account holders may contact the office of the City Clerk through the City's website, in person at City Hall during normal business hours or by phone.

B. Each customer shall provide the following information:

- 1) A contact for the party responsible for bill payment.
- 2) Mailing address, if different from service address.
- 3) Phone number and/or email address for account holder
- 4) Social Security Number or Driver's License Number for account holder

4. UTILITY BILLING

A. The billing process begins no later than 25th of the month and begins with meter reading. Reports are printed, reviewed, and corrections are made if needed.

B. Utility bills are sent out via email or regular USPS mail no later than the last business day of the month.

C. If an account has a Type III (outdoor irrigation meter), the irrigation meter will be read monthly from April – October of each year. The irrigation meter must be outside and available for Public Works to access for reading. All interior irrigation meters are read monthly throughout the entire year.

D. Water/Sewer Utility Bill payments are due the 15th of every month.

E. The next business day following the 15th, a utility deposit is performed and a 10% late payment penalty is applied to the delinquent accounts.

5. UTILITY BILLING DISPUTES

A. As soon as a utility customer believes there is a discrepancy, the customer should contact the City Clerk to try to resolve the problem.

B. If a hearing by noon of the day proceeding the scheduled day of disconnection, the Clerk shall conduct an informal hearing and shall make a determination as to whether the discontinuance or disconnection is justified. The customer has the right to appeal the Clerk's decision to the Council, and if the Council finds that discontinuance or disconnection is justified, then such discontinuance or disconnection shall be made, unless payment has been received.

6. DISCONNECTION PROCEDURES

A. Notice shall be sent each month of a water customer's usage and amount due for such usage.

1) Accounts are considered delinquent the first business day after the 15th if payment has not been received in full.

2) The City Clerk, Deputy Clerk or Administrative Clerk shall notify each delinquent customer that service will be discontinued if payment of the combined service account, including late payment & penalty charges, is not received by the last working day of the month in which the balance was originally due (ex: bill due date January 15th, penalty & delinquent notice on January 16th, disconnection on January 31st).

3) Notice shall be sent by first class mail within five (5) working days after a bill becomes delinquent and shall inform the customer of the nature of the delinquency to afford the customer the opportunity for a hearing prior to discontinuance. All attempts will be made by the City Clerk, Deputy Clerk or Administrative Clerk to mail the notice on the third day after the account becomes delinquent.

4) A disconnection notice tag will be hung on the front door of any residence that has not made payment by the last working day of the month, but only after the initial notice is sent by first class mail.

B. A list of water service disconnections required shall be generated on last working day of the month and public works staff shall proceed to turn off all water service to customers once they receive the list. The \$25.00 shut-off fee will be assessed to the account at this point. If a customer pays the amount due plus any late fees prior to their water service being physically shut off, the staff will be notified and water service will not be interrupted. A customer may also contact the City Clerk via email at info@vanmeteria.gov or by phone to determine if a payment arrangement is available.

C. If water service is shut off, service will not be restored until all disconnection fees have been settled. In some cases this may be the next business day.

D. Public Works staff will not be called in outside of Public Works normal business hours (7:00am – 3:30pm), evening, weekends or on overtime to restore water service unless authorized by the City Administrator.

7. UTILITY ACCOUNT CANCELLATION PROCESS

- A. An account holder must contact the office of the City Clerk to cancel service PRIOR to the requested cancellation date to allow for Public Works to retrieve a final meter reading and to provide a forwarding address. The account holder will receive a pro-rated final bill for actual consumption.
- B. If an account holder does not contact the office the of the City Clerk, the account will be billed using the minimum use rates until such time as the City is notified of an account transfer.

5.05.01 SNOW REMOVAL POLICY

1. PURPOSE

To provide efficient and consistent policies, standards, and procedures governing the removal of snow accumulations on City streets and sidewalks.

2. POLICY

The City Administrator is authorized, by City Code **69.10**, to enact and enforce the City's snow removal policy. The policy states that streets will be plowed and sanded as necessary during regular working hours. Outside of normal working hours the police department will notify appropriate chain-of-command personnel as reflected herein.

3. SPECIAL CONSIDERATIONS

A. During regular working hours (7:00 a.m. – 3:30 p.m. Mon - Fri) streets will be plowed, salted, brined and/or sanded as needed per the Public Works Director.

B. After working hours, on weekends, and holidays, the Public Works Director will notify personnel that the snow removal policy has been enacted in the following order:

- 1) First – Public Works Crew
- 2) Second – Chief of Police
- 3) Third – Chief of Police
- 4) Fourth – City Administrator

C. Once the Public Works has notified one of the above personnel, it will be the notified person's responsibility to coordinate the snow removal policy of all streets and alleys. Crews will be mobilized as necessary and as determined by the Public Works Director and/ or City Administrator. The City Administrator or City Clerk, whichever is acting as the Social Media Administrator, will notify the public via the City's website and social media sites.

D. The criteria for notifying the above personnel are:

- 1) When there is two inches or more of snow on the ground
- 2) When icing occurs which exceeds normal winter driving conditions
- 3) When the snowfall exceeds normal winter driving conditions: i.e. blizzard conditions with a forecast of continued snow

6. TRAFFIC, PARKING, AND ENFORCEMENT

A. The police department will begin issuing citations to vehicles parked on the street after a snow plow has made one pass on a street. In accordance with City Ordinances **69.10, 70.03, and 70.06** the city may issue citations or tow a vehicle in violation of the City Snow Parking Ordinance.

B. Only after the street has been completely cleared of snow (curbed – four passes of snow plows) will citizens be allowed to park on the street.

7. INCIDENT/ACCIDENT REPORTS

Property damage caused by city equipment will be reported to the City Administrator via email at info@vanmeteria.gov, by phone or in person at City Hall during normal business hours. Damaged property will be repaired or replaced as soon as possible and as needed. The City Administrator will notify the Public Works Director of any damaged property. All incidents / accidents will be handled according to the City of Van Meter Personnel Handbook.

8. EQUIPMENT

The Street Department has three snowplow trucks and several other pieces of snow moving equipment. The trucks will have a designated route to keep clean and sanded initially and will respond to trouble spots once these routes are completed.

5.06.01 BUILDING PERMIT POLICY

5.09.01 RIGHT OF WAY PERMIT POLICY

6.01.01 AFFIRMATIVE FAIR HOUSING POLICY

1. PURPOSE

This notice is published pursuant to the requirements of Executive Order 11063 on equal opportunity in housing and nondiscrimination in the sale or rental of housing built with federal assistance, and with Title VIII of the Civil Rights Act of 1968, as amended, which prohibits discrimination in the provision of housing because of race, color, religion, sex, or national origin.

2. POLICY

A. The City of Van Meter, Iowa, advises the public that it will administer its assisted programs and activities relating to housing and community development in a manner to affirmatively further fair housing and it shall also take action to affirmatively further fair housing in the sale or rental of housing, the financing of housing and the provision of brokerage services.

B. The City of Van Meter, Iowa, shall assist individuals who believe they have been subject to discrimination in housing through the resources of the Iowa Civil Rights Commission or the U.S. Department of Housing and Urban Development.

3. CONTACT PERSON

The City of Van Meter, Iowa, has designated the City Administrator, as the contact person to coordinate efforts to comply with this policy. Inquires should be directed to:

City of Van Meter
City Hall
310 Mill Street, PO BOX 160, Van Meter, IA 50261
(515) 996-2644

6.02.01 PROCUREMENT POLICY APPLICABLE TO THE IMPLEMENTATION AND ADMINISTRATION OF COMMUNITY DEVELOPMENT BLOCK GRANTS

1. PURPOSE

The purpose of this policy is to ensure that sound business judgment is utilized in all procurement transactions and that supplies, equipment, construction, and services are obtained efficiently and economically and in compliance with applicable federal law and executive orders and to ensure that all procurement transactions will be conducted in a manner that provides full and open competition.

2. APPLICATION

This policy applies to the procurement of all supplies, equipment, construction, and services of and for the City of Van Meter related to the implementation and administration of Community Development Block Grants. All procurement will be done in accordance with 24 CFR; Part 85.36.

3. METHODS OF PROCUREMENT

A. Procurement under grants shall be made by one of the following methods:

- 1) Small purchase procedures.
- 2) Sealed bids (formal advertising).
- 3) Competitive proposals.
- 4) Non-competitive proposals.

B. The City of Van Meter will provide, to the greatest extent possible, that contracts be awarded to qualified small and minority firms, women's business enterprises, and labor surplus area firms whenever they are potential sources.

C. Any other method of procurement must have prior approval from the Iowa Economic Development Authority.

4. SMALL PURCHASE PROCEDURES

Small purchase procedures are relatively simple and informal procurement methods that sound and appropriate for a procurement of services, supplies, or other property, costing in aggregate not more than \$100,000. If small purchase procedures are used for a procurement under a grant, price or rate quotations shall be obtained from an adequate number of qualified sources to determine the most advantageous provider.

5. SEALED BIDS (FORMAL ADVERTISING)

A. In sealed bids (formal advertising), sealed bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid conforming with all of the material terms and conditions of the invitation for bids, is lowest in price. The sealed bids methods is the preferred method for procuring construction.

B. In order for formal advertising to be feasible, the following conditions must be present:

- 1) A complete, adequate and realistic specification or purchase description.
- 2) Two or more responsible suppliers are willing and able to compete effectively for the City of Van Meter's business.
- 3) The procurement lends itself to a firm fixed price contract, and selection of a successful bidder can appropriately be made principally on the basis of price.

C. When sealed bids are used for a procurement under a grant, the following requirements shall apply:

- 1) A sufficient time prior to the date set for opening bids shall be solicited (publicly advertised) from an adequate number of known suppliers.
- 2) The invitation for bids, including specifications and pertinent attachments, shall clearly define the items or services needed in order for the bidders to properly respond to the invitation.
- 3) All bids shall be opened publicly at the time and place stated in the invitation for bids.

4) A firm fixed price contract award shall be made by written notice to that responsible bidder whose bid, conforming to the invitation for bids, is lowest. Where specified in the bidding documents, factors such as discounts, transportation costs and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine low bid when prior experience of the City of Van Meter indicated that such discounts are generally taken.

5) Any or all bids may be rejected when there are sound documented business reasons in the best interest of the program.

6. COMPETITIVE PROPOSALS

In competitive proposals, proposals are requested from a number of sources and the Request for Proposal is publicized. Negotiations are normally conducted with more than one of the sources submitting offers, and either a fixed price or cost reimbursable type contract is awarded, as appropriate for the use of formal advertising. If the competitive proposals method is used for a procurement under a grant, the following requirements shall apply:

A. The Request for Proposal shall be publicized and identify all evaluation factors and their relative importance. Any response to publicized request for proposals shall be honored to the maximum extent practical.

B. Requests for proposals shall be solicited from an adequate number of qualified sources.

C. The City of Van Meter shall provide mechanisms for technical evaluation of the proposals received, determinations of responsible offers for the purpose of written or oral discussions, and selection for contract award.

D. Awards will be made to the responsible offeror whose proposal will be most advantageous to the procuring party, with price and other factors considered. Unsuccessful offers will be promptly notified in writing.

E. The City of Van Meter may utilize competitive proposal procedures for procurement of architectural/engineering (A/E) professional services, whereby competitor's qualifications are selected, subject to negotiation of fair and reasonable compensation. The methods, where price is not used as a selection factor, can only be used in the procurement of A/E professional services. It cannot be used to procure other types of sources (e.g. administration professional services) even though A/E firms are a potential source to perform the proposed effort.

7. NON-COMPETITIVE PROPOSALS

Non-competitive proposals are procured through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate. Non-competitive proposals may be used only when the award of a contract is not feasible under small purchase, sealed bids (formal advertising), or competitive proposals.

Circumstances under which a contract may be awarded by non-competitive proposals are limited to the following:

A. The item is available from only a single source.

B. After solicitation of a number of sources; competition is determined inadequate.

C. A public urgency or emergency when the urgency for the requirement will not permit a delay incident to competitive solicitation.

D. The awarding agency (IEDA) authorizes non-competitive proposals. (Sole source procurement for supplies, equipment, construction, and services valued at \$25,000 or more must have prior approval of the Iowa Economic Development Authority.)

8. CONTRACT PRICING

A. The cost plus a percentage of cost and percentage of construction cost method of contracting shall not be used.

B. The City of Van Meter shall perform some form of cost/price analysis for every procurement action, including modifications or change orders.

C. The City of Van Meter shall maintain records sufficient to detail the significant history of a procurement, including the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

6.03.01 RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

1. PURPOSE

The City of Van Meter, Iowa, henceforth referred to as the local government, will replace all occupied and vacant occupiable low/moderate-income dwelling units demolished or converted to a use other than low/moderate-income housing in connection with an activity assisted with funds provided under the Housing and Community Development Act of 1974, as amended, in accordance with the requirements described in 24 CFR 570.496(c)(1).

The local government will provide relocation assistance as described by 49 CFR 24, Subplots C, D, and E or 24 CFR 570.496a(E)(2), whichever is applicable, to each low/moderate-income dwelling to another use as a direct result of assisted activities.

2. POLICY

All replacement housing will be provided within three years after the commencement of the demolition or conversion. Before entering into a contract committing the Local Government to provide funds for an activity that will directly result in demolition or conversion, the Local Government will make public by publication in a paper of general circulation and submit to the Iowa Economic Development Authority the following information in writing:

A. A description of the proposed activity.

B. The exact location on a map (including addresses) and the exact number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than low/moderate-income dwelling units as a direct result of the essential activity.

C. A time schedule for the commencement and completion of the demolition or conversion.

D. The exact location on a map and exact number of dwelling units that will be provided as replacement dwelling units. If such data are not available at the time of the general submission, the Local Government will identify the general location on an area map and the

approximate number of dwelling units by size and provide information identifying the specific location and number of dwelling units by size as soon as it is available.

E. The source of funding and a time schedule for the provision of replacement dwelling units.

F. The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling unit for at least ten (10) years from the date of initial occupancy.

G. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units is consistent with the housing needs of low/moderate-income households in the jurisdiction.

3. RESPONSIBLE ENTITY

A. The City of Van Meter, City Hall, 310 Mill Street, PO BOX 160, Van Meter, IA 50261, telephone (515) 996-2644, is responsible for tracking the replacement of housing and ensuring that it is provided within the required period.

B. The City of Van Meter is responsible for ensuring requirements are met for notification and provision of relocation assistance, as described in CFR 570.496(a)(c)(2), to any low/moderate-income person displaced by the demolition of any dwelling unit or the conversion of a low/moderate-income dwelling unit to another use in connection with an assisted activity.

4. STEPS TO MINIMIZE DISPLACEMENT

Consistent with the goals and objectives of activities assisted under the Act, the Local Government will take the following steps to minimize the displacement of persons from their homes:

A. Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent their placing undue financial burden on established owners or tenants of multi-family buildings.

B. Establish facilities to house persons who must be relocated temporarily during rehabilitation.

C. Adopt policies which protect tenants from developers that would rehabilitate housing in such a manner that it would no longer be affordable to low/moderate-income families or individuals.

D. Establish counseling centers to provide homeowners and renters with information on the assistance available to help them remain in their neighborhood in the face of revitalization or rehabilitation efforts.

IN PROCESS - DRAFT

Agenda Item #5

Closed Session pursuant to Iowa Code Chapter 21.5 (c)

Sample Language:

Mayor: Do I hear a motion to enter into closed session?

City Councilmember: _____ *So moved.*

City Councilmember: _____ *Second.*

Mayor: Roll Call Please.

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

Mayor: As of __: __ pm, closed session is in progress.

Mayor: Do I hear a motion to exit from closed session?

City Councilmember: _____ *So moved.*

City Councilmember: _____ *Second.*

Mayor: Roll Call Please.

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

Mayor: As of __: __ pm, closed session has ended.

Agenda Item #6

Reserved for Possible Action as a
Result of Closed Session Pursuant to
Iowa Code Chapter 21.5(c)

Sample Language:

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

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

Mayor: Roll Call Please.

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

Agenda Item #18

Reports

- a. *City Administration - Will be provided Monday*
- b. *Legislative Update - Will be provided Monday*
- c. *Public Works*
- d. *Police*
- e. *Fire*
- f. *Library*
- g. *Parks & Rec*
- h. *City Engineer*
- i. *City Attorney*
- j. *Municipal Building Project - No update since last meeting*

Civic Systems, LLC
Madison, WI 53707

T: +1 (888) 241 1517
civicsystems.com

A part of Govineer Solutions


May 8, 2025

Jess Drake
City of Van Meter
PO Box 160
Van Meter, IA 50261

Dear Jess,

This letter is to review our plan for the upcoming implementation to our financial and utility software. We have set training dates as follows:

- | | |
|-----------------------|---|
| • Building Permits | September 22, 2025 & October 17, 23, & 30, 2025 |
| • Utility Billing | September 24, 2025 & October 6 – 10, 2025 |
| • Payroll | September 30, 2025 & October 14 – 16, 2025 |
| • Cash Receipting | October 1, 2025 |
| • Accounts Payable | October 2 & 3, 2025 |
| • Accounts Receivable | October 22, 2025 |
| • General Ledger | October 28 & 29, 2025 |
| • miViewPoint | November 3 & 4, 2025 |
| • Cemetery Management | November 13, 2025 |
| • Asset Management | November 21, 2025 |

IMPLEMENTATION

The following section will discuss the implementation for each module the city purchased, the information and/or data we will need to complete the implementation, and the critical dates.

Building Permits

Training will take place on September 22, 2025 & October 17, 23, & 30, 2025. All open permits need to be provided as of September 30, 2025. Any changes after September 30, 2025, need to be tracked and entered as part of training.

We will convert the City's property listing (property ID, address, permits, etc) through August 31, 2025. We will need a list of items the City permits and the corresponding general ledger account numbers.

Jess Drake
City of Van Meter

May 8, 2025
Page 2

Utility Billing

Training for Utility Billing will take place on September 24, 2025 & October 6 – 10, 2025. We would like to download final billing data at the end of the day on Wednesday October 1, 2025. All utility receipts received through Wednesday October 1, 2025, should be posted into the billing system prior to us grabbing the final data. Pulling the final data on October 1, 2025, will provide us with the time needed to perform the final conversion. Any transactions done on the current utility billing system after October 1, 2025, will need to be redone in the new system. Please keep track of these items and have them available during training. We will assist online with the first live billing on October 27, 2025.

We will be converting all customers, service, location, and meter information. In addition, we will be converting 13 months of consumption history along with customer balances by service as of October 1, 2025.

Payroll

Training will take place September 30, 2025 & October 14 – 16, 2025. We will convert all employee information through the September 12, 2025, payroll. The October 10, 2025 payroll will be replicated in training.

We will download final payroll data on Thursday September 11, 2025. Any employee changes and/or additions that are done in the current system after September 11, 2025 will need to be kept track of. Have these changes available during training and we will complete these changes and additions during that time. The October 24, 2025 payroll will be the first live payroll on the new system. We will be online during the processing of this payroll starting on Monday, October 20, 2025.

As part of the conversion process, we will recalculate some payrolls before training. This is part of our quality assurance procedures to make sure that the data that was converted is accurate and ready to go by training. Consequently, we will need a copy of all the city's payroll reports for the September 12, 2025 & September 26, 2025, payrolls. We will use the reports to recalculate these payrolls after we have converted the data.

We will convert all employee information (name, address, phone number, birth date, hire date, social security number, hourly rate, marital status, number of withholdings, department, job classification), employee deduction amounts (the amounts deducted off of employee pay checks every pay period), employee benefit amounts (the amounts paid each pay check by the City for each employee such as health insurance), and leave time balances such as vacation and sick leave.

Cash Receipting

Training will take place on October 1, 2025. All receipts will be entered into Connect starting October 1, 2025.

Accounts Payable

Training will take place on the morning of October 2 and either the afternoon of October 2 or the morning of October 3, 2025. During this training, we will review the setup of the Accounts Payable, vendors, enter outstanding invoices, walk through printing checks and reports for your Council and departments. You will learn how to print checks on this day. We will grab final accounts payable data at the end of the day on September 26, 2025. We will convert the City's vendor listing (vendor name, address, phone number, fax number, 1099 number) and fiscal years 2022– 2025 payments made to each vendor through September 26, 2025.

Jess Drake
City of Van Meter

May 8, 2025
Page 3

Accounts Receivable

Training will take place on October 22, 2025. We will enter any invoices that need to be billed as a part of training. Please have these invoices available for training. We will convert the city's customer listing (customer name, address, phone number) along with open invoices as of October 10, 2025. Any changes or transactions recorded after October 10, 2025, will need to be tracked and recorded as part of training on October 22, 2025.

General Ledger

Training will take place on October 28 & 29, 2025. We will convert all data in the General Ledger through September 30, 2025. The final download of General Ledger data will occur on October 17, 2025. All sub-modules (Accounts Payable, Payroll, etc) should be updated to the General Ledger in the old system for September 30, 2025 before we download final data. We will also be online with you on November 5, 2025 to reconcile the General Ledger.

We will convert the City's chart of accounts (account number and account name), fiscal years 7/1/2021 – 2025 detail transactions and budget amounts.

miViewPoint

Setup and administration training will take place in the afternoon on November 3, 2025. Department training will take place in the morning on November 4, 2025. A spreadsheet to assist with setup will be provided to you before training. We will need the completed spreadsheet prior to September 19, 2025, in order to have time to properly prepare for the training. We will go through the site administration and workflow setup during the administration training and train department staff on how to view accounts, submit and approve invoices and how to submit a budget request.

Please have some invoices scanned so we can route them to the various departments during the department training. We can perform the department training as one group or in multiple sessions (two hours long each).

Cemetery Management

Training will take place on November 13, 2025. We will convert the City's cemetery listing (plot listing, customer name, address, phone number, fax number,) through September 30, 2025. We will need a list of items the city bills for, the corresponding general ledger account numbers and billing time frames. This data will be pulled on Friday, October 10, 2025.

Asset Management

Training will take place the morning of November 21, 2025. We will convert the City's asset listing (asset number, acquisition date, description, cost, useful life and salvage value) through November 7, 2025. We will need a list of the City's assets and corresponding general ledger account numbers for depreciation (if depreciation will be posted to the general ledger). Any asset changes after November 7, 2025 should be tracked and recorded as part of training.

Jess Drake
City of Van Meter

May 8, 2025
Page 4

MISCELLANEOUS

The following are some other notes:

- I have enclosed a copy of the timeline summarizing when events will occur from September - November 2025.
- We are currently scheduling all trainings to be online using zoom. Cameras are not required for training but do help the trainers identify whether you have questions.
- Access to the hosted environment will be setup prior to training. Civic staff will provide instructions on how to access the hosted environment. Assistance is provided if needed.

Please call me or send an email with any questions or concerns that you may have during the process.

Sincerely,

A handwritten signature in cursive script that reads "Cassandra Camren".

Cassandra Camren, Vice President - Implementation

c: Implementation Team



5/2025

- 1: Still waiting on a booster station pump and valve. I have 2 more suppliers working on different options. If a solution is not found soon we may have to put a ban on irrigation for a period of time.
- 2: Had a pump seal go out on a lift station pump. We are currently down to one pump. It is currently being fixed and may be operational at the time of this meeting
- 3: The well that services the Rec Plex is not operational. A pipe on the well has rotted out and the foot valve has rotted out as well. It is currently being fixed. Porta Johns are being utilized.
- 4: Arlington reconstruction is under way.
- 5: The water rehab is underway down Hazel. Things are going smoothly, slow, but smooth.
- 6: Have received a couple of quotes to have the streets around town swept.
- 7: Mowing season is here. Have had trouble with the Skag mower. Currently working with Liz on developing a mower replacement program.
- 8: Have been filling potholes throughout town.
- 9: Dixon Engineering is finishing up water tower inspection.
- 10: Cleaned up the public works building for plant sale
- 11: Marked out 12 spots for city wide garage sale for people to use in the north parking lot of the Dahl building.
- 12: Televised a failing storm sewer under Richland Rd. V&K is working on a solution.
- 13: Cemetery grading and seeding has been completed. A big thank you to Mayor Joe Herman for all his hard work.
- 14: We have mulched all play ground equipment and city hall landscaping.
- 15: Installing signs around town. Some of the necessary parts are on back order.
- 16: Have met with Raccoon River Days committee to discuss areas and needs of the celebration.
- 17: We have started seasonal draining of lagoons to make room for the next season.
- 18: Developing a comprehensive maintenance plan for all city lift and booster stations
- 19: Developing a plan to wash and paint fire hydrants through town



Year to Date Statistics

01/01/2025

	Total Calls:	Traffic Stops:
Y2D:	399	186

April Statistics

	Total Calls:	Traffic Stops:
Month:	110	56

Training/ Updates

The department assisted school staff and students during Earth Day cleanup along Richland from Crestview to the school by providing traffic control. The students did a tremendous job making our community a better place by removing several bags of debris.

We have created a Dog Registry for resident and are working to get it integrated into the city website. We will be able to use the registry to locate a contact number or an address for the owners to hopefully avoid the pound.

Following the Raccoon River Days parade, the department will have a vehicle on display for the public to check out, along with stickers for the kids.

The regular school year will come to an end on the 16th of May. We will be adjusting scheduling to add Officer Delic to a patrol schedule.

The new internet service provider has completed installation. Speeds have noticeably improved with video evidence processing.

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



April 2025

Monthly Report to Council

TRAINING

March training was patient packaging and auto extrication using our new electric extrication tools.



SIGNIFICANT CALLS

Nothing of significance in April

PROJECTS, ACTIVITIES, AND SPECIAL EVENTS

New station meeting on April 15th with Invision

BOARDS, GROUPS, & ASSOCIATIONS

April 17th attended Dallas County Fire Chiefs meeting

FOR THE GOOD OF THE DEPARTMENT

We have 2 members that have been fired by Ft. Dodge Fire

MONTHLY CALL REPORT - APRIL 2025

<u>Jurisdiction</u>	<u>Total</u>	<u>Responded</u>	<u>No Response</u>	<u>Fire</u>	<u>EMS</u>
De Soto	16	9	7	3	13
Van Meter	14	12	2	5	9
Mutual aid	1	1		1	
Total	31	22	9	9	22

Of the 9 no response calls, 7 were EMS calls to DeSoto, and 2 EMS call in Van Meter.



Work reflected took place between April 9th to May 7th

- Week of April 8th—Gettin' Crafty @ the Library (Chicken)
- April 9th—Triple B's Food Truck
- April 10th—University Kids Outreach; PM StoryTime; Chick-Fil-A Food Truck
- April 11th—Kids Care Outreach; Inspired Kids Outreach
- Week of April 14th—Gettin' Crafty @ the Library (Bunny)
- April 14th—City Council Meeting
- April 15th—Invision Meeting; AM StoryTime; Girls Who Code Club @ VM School
- Week of April 21st—Gettin' Crafty @ the Library (Easter Coloring)
- April 21st—Preschool visits @ VM Elementary
- April 22nd—Books & Banter Book Club
- April 23rd—Library Board Meeting
- April 24th—PM Storytime; Bock Grant Presentation in Perry
- Week of April 28th—Gettin' Crafty @ the Library (Frog)
- April 29th—AM StoryTime; Dallas County Foundation Presentation
- April 30th—Library Board Meeting
- May 1st—Director's Round Table in Boone (sponsored by the State Library of Iowa)
- May 2nd—All Iowa Reads Children' Committee Meeting
- May 3rd—Saturday StoryTime
- Week of May 5th—Gettin' Crafty @ the Library (Guinea Pig)
- May 7th—VM Elementary Preschool Visits to the Library

This month we focused on outreach. In addition to our local daycares, I also visited the preschool students and read to both morning and afternoon classes. The classes then visited our library on May 7th. Many of the students had never been to our public library. I showed them the different areas of the library; I also shared some stories with them and talked about signing up for Summer Reading.

I also visited the Girls Who Code Club at VM Elementary. I had applied and was awarded a grant for Turning Tumbles, a new type of game where players build mechanical computers powered by marbles to solve logic puzzles. In addition to logic puzzles, the Turing Tumble can be used to solve math equations and produce code. The girls did an excellent job of figuring out the computers and solving the puzzles. I ultimately donated the games to the club so that they can continue to use them. These would also be great to use in various math classes.

Summer Reading planning and organizing is complete! Registration begins May 16th, and our kick-off is May 31st. We have changed how minutes will be tracked and are hoping to have more foot traffic

inside the library because of this. We are also hoping for record attendance because of the programs that will be offered.

This year I joined the All Iowa Reads Children's Committee. We will spend the rest of 2025 deliberating on the selection for 2026. This involves several Zoom meetings with committee members, creating a long list of titles, reading over 30 books, condensing them into a short list, and ultimately, choosing the title for 2026. I have been on several award committees in the past and am excited to offer my services for our state award.

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

FY25 At a Glance	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	FY25
Visitors	718	549	432	610	314	480	346	355	491	485			4780
Library checkouts	1524	1093	911	1065	877	859	834	822	987	926			9898
E-books & e-audiobooks check-out	446	343	410	452	497	388	453	354	426	343			4112
Total Circulation	1970	1436	1321	1517	1374	1247	1287	1176	1413	1269			14010
Programs offered	20	0	16	19	17	12	14	18	16	11			143
Programming attendance	282	0	204	360	246	344	233	220	254	165			2308
Passive program participation	0	0	0	0	0	0	0	0	0	0			0
Total Programming	282	0	204	360	246	344	233	220	254	165			2308
Library visit schools/daycare	0	0	3	3	3	3	3	3	3	5			26
Groups/students visit library	0	0	1	0	0	2	0	0	0	0			3
Other Outreach	0	0	0	0	0	0	0	0	0	0			0
Total Outreach Participants	0	0	63	49	39	91	35	41	44	125			487
Total Outreach Events	0	0	4	3	3	3	3	3	3	5			27
Beanstack Active Readers	175	0	0	0	0	0	0	0	0	0			175
Beanstack Books Read	0	0	0	0	0	0	0	0	0	0			0
Reading Rewards (minutes read)	116,638	0	0	0	0	0	0	0	0	0			116,638
Computer usage	6	11	9	15	14	5	1	2	1	4			68
Wireless usage visits	42	98	69	120	125	64	67	129	140	124			978
Reference questions	91	77	60	72	41	60	49	56	64	65			635
ILL Borrow Completed	31	23	11	29	18	14	24	12	28	22			212
ILL Lender Completed	17	22	9	9	11	13	27	18	18	17			161
Website Visits	487	390	338	370	338	439	462	312	351	332			3819

FY24 At a Glance	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	FY24
Visitors	546	389	327	365	271	470	338	422	423	351	520	835	5257
Library checkouts	954	825	680	696	734	705	662	642	656	798	730	1125	9207
E-books & e-audiobooks check-out	311	321	344	360	306	364	372	368	380	301	394	444	4265
Total Circulation	1265	1146	1024	1056	1040	1069	1034	1010	1036	1099	1124	1569	13472
Programs offered	4	2	9	15	13	16	16	25	20	19	14	21	174
Programming attendance	169	30	82	237	116	404	216	242	263	267	440	763	3229
Passive program participation	0	25	0	0	0	0	0	0	0	0	0	0	25
Total Programming	169	55	82	237	116	404	216	242	263	267	440	763	3254
Library visit schools/daycare	0	0	3	3	3	2	2	3	3	3	4	0	26
Groups/students visit library	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Outreach	3	1	0	1	1	0	0	0	0	1	0	0	7
Total Outreach Participants	108	7	54	150	44	31	32	45	54	72	283	0	880
Total Outreach Events	3	1	3	4	3	2	2	3	3	4	4	0	32
Beanstack Active Readers	67	40	6	0	0	1	21	0	0	0	220	337	692
Beanstack Books Read	382	99	53	34	32	20	204	0	0	0	0	0	824
Reading Rewards (minutes read)	30,324	3,409	248	224	0	0	13597	0	0	0	0	65084	112,886
Computer usage	16	15	11	18	7	9	9	22	21	11	22	12	173
Wireless usage visits	68	57	78	75	59	56	77	93	69	47	59	49	787
Reference questions	57	50	67	65	33	53	82	58	62	63	101	136	827
ILL Borrow Completed	8	10	5	7	9	15	9	33	45	23	26	15	205
ILL Lender Completed	17	15	14	20	15	21	8	17	18	17	17	11	190
Website Visits	262	302	221	377	297	292	381	377	512	385	513	500	4419



VEENSTRA & KIMM INC.

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May 8, 2025

City of Van Meter
Monthly Report to City Council

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

Right of Way Permit Application Reviews:

- No applications submitted for review

Subdivision Reviews:

- Trindle Ridge Plat 1 - Contractor has responded back stating they will repair settled and cracked PCC pavement within the subdivision. V&K will send a second follow up correspondence requesting a firm schedule of dates PCC panels will be repaired in the street.
- Hudson Heights Plat 1 – Contractor is currently replacing cracked PCC pavement panels in the street.
- Grand Ridge Estates Plat 1 - Contractor has responded back stating they will repair settled and cracked PCC pavement within the subdivision. V&K will send a second follow up correspondence requesting a firm schedule of dates PCC panels will be repaired in the street.

City of Van Meter Construction Projects:

- Arlington Avenue Street Improvements – Construction of the project to start May 12, 2025. City and V&K had Pre-construction meeting with the Contractor. City and Contractor have notified residents of construction to start on Arlington Avenue.
- Water Main Improvements Phase 1 – Contractor has started construction of the new water main. Work is currently progressing on Hazel Street.
- Water Treatment Plant Improvements – Topographic survey of site complete. V&K preparing Engineer report to send to IDNR to document and received concurrence on process system for the new water plant.
- Data Center Construction Projects
 - Projects on hold waiting for execution of Development Agreement.
 - 360th (F90) HMA Pavement Resurfacing and Racoon River Bridge Improvements – 90% drawings have been developed and sent to both the City and County for review and comment.

- 365th Street and Tabor Road Improvements - 90% drawings have been developed and sent to both the City and County for review and comment.
- 365th Street Pavement, Water and Sewer Improvements - 90% drawings have been developed and sent to both the City for review and comment.
- 360th (F90) and Richland Road intersection – V&K developed concept roundabout design for including in CIRTPA grant application.

Additional Comments:

- Brookview Annexation – V&K is preparing agreement to create plat of survey exhibits and legal description for the existing alignment of Brookview Lane.
- Richland Road Cross culvert – City received of potential concern with the Richland Road Cross Culvert south of the Richland Circle intersection. The east end section has water channeling under the pipe. V&K recommends the interior of the concrete pipe be televised to determine if or where the joints have separated under Richland Road. Culvert was televised and confirmed culvert needs to be replaced under the street. V&K is preparing an agreement to prepare design documents to replace storm culvert under Richland Road.
- Sanitary Lagoon System - V&K will be testing and calibrating new remote controlled sonar survey equipment at lagoon system the week of May 12. The sonar equipment will be able to map the anticipated sludge thickness at the bottom of the lagoons.

ID	Task Name	Duration	Start	Finish	Contractor
					<i>Precon Schedule 4/24/25</i>
1	Road Closure	1 day	Mon 5/12/25	Mon 5/12/25	
2	Survey-Removal Limits	1 day	Mon 5/12/25	Mon 5/12/25	McClure Engineering
3	Removal Sawing	2 days	Mon 5/12/25	Tue 5/13/25	Alliance Construction
4	Pavement Removals	3 days	Mon 5/12/25	Wed 5/14/25	Veit
5	Strip Topsoil	2 days	Thu 5/15/25	Fri 5/16/25	Wenthold Excavating
6	Tree Trimming	1 day	Mon 5/19/25	Mon 5/19/25	Veit
7	Storm Sewer Installation	20 days	Mon 5/19/25	Fri 6/13/25	DSM DirtWorx
8	Deliver Steel Plates (10)	1 day	Mon 5/26/25	Mon 5/26/25	Alliance Construction
9	Memorial Weekend - Holiday	3 edays	Sat 5/24/25	Tue 5/27/25	
10	Grading/Proof Roll	3 days	Mon 6/16/25	Wed 6/18/25	Wenthold Excavating
11	Subdrain	2 days	Thu 6/19/25	Fri 6/20/25	Vanderhart Construction
12	Subbase	2 days	Mon 6/23/25	Tue 6/24/25	Wenthold Excavating
13	Paving Pins	1 day	Mon 6/23/25	Mon 6/23/25	Alliance Construction
14	Trimming	2 days	Wed 6/25/25	Thu 6/26/25	Alliance Construction
15	Main Line Paving (Arlington Ave)	1 day	Fri 6/27/25	Fri 6/27/25	Alliance Construction
16	Cure Time for Main Line Paving	7 edays	Sat 6/28/25	Sat 7/5/25	Alliance Construction
17	July 4th Holiday	3 edays	Thu 7/3/25	Sun 7/6/25	
18	Setup Handwork Side Streets	2 days	Mon 6/30/25	Tue 7/1/25	Alliance Construction
19	Pour Side Streets	2 days	Thu 7/3/25	Mon 7/7/25	Alliance Construction
20	Cure Time Side Streets	7 edays	Sat 7/5/25	Sat 7/12/25	Alliance Construction
21	Grading-Backfill	2 days	Mon 7/14/25	Tue 7/15/25	Wenthold Excavating
22	Driveway Grading	1 day	Wed 7/16/25	Wed 7/16/25	Wenthold Excavating
23	Rain Days (June-July)	4 days	Thu 7/17/25	Tue 7/22/25	
24	Driveway/Sidewalk Setup	3 days	Wed 7/23/25	Fri 7/25/25	Vice Construction
25	Pour Driveway/Sidewalks	4 days	Mon 7/28/25	Thu 7/31/25	Vice Construction
26	Driveway Cure Time	5 edays	Wed 7/30/25	Mon 8/4/25	Vice Construction
27	Final Grading	3 days	Tue 8/5/25	Thu 8/7/25	Wenthold Excavating
28	Street & Site Clean-up	3 days	Fri 8/8/25	Tue 8/12/25	Wenthold/Alliance
29	Walk-Thru	1 day	Wed 8/13/25	Wed 8/13/25	Alliance Construction
30	Punch List	7 days	Wed 8/13/25	Thu 8/21/25	Wenthold/DSM DW/Alliance
31	Reopen Arlington Ave	1 day	Fri 8/15/25	Fri 8/15/25	Alliance/QTC
32	Seed Preparation/Installation	7 days	Mon 8/18/25	Wed 8/27/25	Alpha Landscape
33	Labor Day Holiday	3 edays	Sat 8/30/25	Tue 9/2/25	
34	Project Completion Date	79 days	Mon 5/12/25	Mon 9/1/25	Alliance Construction



2025 Arlington Avenue Reconstruction
Van Meter

Task		Manual Summary Rollup	
Split		Manual Summary	
Milestone		Start-only	
Summary		Finish-only	
Project Summary		External Tasks	
Inactive Task		External Milestone	
Inactive Milestone		Deadline	
Inactive Summary		Progress	
Manual Task		Manual Progress	
Duration-only			

Agenda Item #19

Adjournment

Submitted for: **ACTION**

Recommendation: **APPROVAL**

Sample Language:

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

City Councilmember: _____ *So moved.*

City Councilmember: _____ *Second.*

Mayor: *Roll Call Please.*

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

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