

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, June 6, 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 May 12, 2025 City Council Regular Business Meeting
 - b. Minutes of May 29, 2025 Board of Adjustment Meeting
 - c. Minutes of May 30, 2025 City Council Special Meeting
 - d. Minutes of June 5, 2025 Park Board Meeting
 - e. June Claims List
 - f. May Financial Reports
 - g. May Building Permit Report
 - h. May IPAIT Report
 - i. Resolution #2025-71 Approving Certain Appointments to the City's Planning & Zoning Commission, Board of Adjustment, Parks & Recreation Board and Library Board
 - j. Resolution #2025-72 Setting Employee Wages for FY26 - Cost of Living Adjustment
 - k. Resolution #2025-73 Approving Class C Retail Alcohol License - VRC FY25 Renewal
 - l. Resolution #2025-74 Approving Class C Retail Alcohol License - VRC FY26
 - m. Resolution #2025-75 Approving an Engagement Letter with PFM Financial Advisors, LLC
 - n. Resolution #2025-76 Setting Wages for Volunteer Fire Department Officers - FY26
 - o. Resolution #2025-77 Approving a Federal Aid Agreement for a Transportation Alternatives Project - Iowa Department of Transportation
- 8. Public Hearings**
 - a. Third and Final Reading of Proposed Amendment to Chapter 92 Water Rates of the Code of Ordinances
 - b. Third and Final Reading of Proposed Amendment to Chapter 99 Sewer Service Charges of the Code of Ordinances
 - c. Second Reading of Proposed Amendment to Chapter 106 Collection of Solid Waste Collection
 - d. Proposed FY25 Budget Amendment #2
- 9. Discussion and Consideration:** Ordinance #2025-08 An Ordinance Amending the Code of Ordinances of the City of Van Meter – Chapter 92 Water Rates
- 10. Discussion and Consideration:** Ordinance #2025-09 An Ordinance Amending the Code of Ordinances of the City of Van Meter - Chapter 99 Sewer Service
- 11. Discussion and Consideration:** Resolution #2025-78 Adopting FY25 Budget Amendment #2 for the City of Van Meter
- 12. Discussion and Consideration:** Resolution #2025-79 Approving an Agreement for Limited Legal Services with Nyemaster - Property Abandonment

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Posted: Friday, June 6, 2025

13. Discussion and Consideration: Proposals for Lawn & Field Care & Weed Mitigation for the City of Van Meter

- a. Resolution #2025-80 Approving a Proposal for Services for Lawn Care to All American Turf

14. Discussion and Consideration: Resolution #2025-81 Approving an Agreement for Professional Services with Veenstra & Kimm, Inc. - Richland Road Drainage Culvert Repairs

15. Discussion and Consideration: Hotel Motel Tax

- a. Resolution #2025-82 Certifying One Question pertaining to the City of Van Meter on the 2025 City/School Election Ballot on November 4, 2025

16. Discussion and Consideration: Resolution #2025-83 Approving an Amendment to the Agreement for Professional Services with Invision Architecture

17. Discussion and Consideration: Proposed City Hall Office Hour Changes

- a. Resolution #2025-84 Authorizing a Change in Operating Hours at City Hall

18. Reports:

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

19. Adjournment

Agenda Item #1

Call to Order

Mayor: *The time is 7:00pm on Monday, June 9, 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: *Items #7d & g (6/5 P&R minutes and Building Permit Report) are removed from the agenda and will be provided at the July meeting.*

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. The May Building Permit report will be provided at the next meeting (July 14) & we will need to remove item #7g from the agenda prior to approval. The 6/5 Parks & Rec meeting minutes will be included in the July meeting and we will need to remove item #7d prior to agenda approval.

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 – May 12, 2025

- 1) The Van Meter City Council met for a regular council meeting on Monday, May 12, 2025, at the United Methodist Church located at 100 Hazel Street, Van Meter, IA 50261. Mayor Herman called the meeting to order at 7:00pm. The following council members were present upon roll call: Joel Akers, Travis Brott, Blake Grolmus, Quin Pelz and Penny Westfall.
Staff present: City Attorney Fatino, City Engineer Randy Johnson, Police Chief Mike Brown, Public Works Director Drew McCombs, Library Director Jonatha Basye, Fire Chief Mark Schmitt, Parks & Rec Director Sam Chia, City Clerk Jessica Drake, and City Administrator Liz Faust.
Public Present: Al Suckow - Resident. Justin Nickel & Dave Hockett – Bolton & Menk.
- 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) Councilman Akers requested to move Item #18 to Item #16 so that staff can adjourn prior to Closed Session. 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 - YES.
YES (5) NO (0) ABSTAIN (0) ABSENT (0)
- 6) No one addressed the Council during the Citizen’s Hearing.
- 7) Mayor Herman asked for a motion to adopt the consent agenda as amended which included the following:

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

b. May Claims List

Claims Report

Vendor	Reference	Amount
ABSOLUTE REPAIR	FIRE TRUCK 836 REPAIRS	53,976.47
ACCO	WATER CHEMICALS	1,031.00
ADAM BOECK	SOCCER REF - SPRING	170
AFLAC	AFLAC PRETAX	150.66
AGSOURCE COOPERATIVE SERVICES	WW TESTING	52
AINSLEY WATSON	SOCCER REF - SPRING	120
ALL AMERICAN TURF BEAUTY	IRRIGATION PARTS/ REPAIR	215.6
ALPHA LANDSCAPES	HYDROSEED, FERTILIZER, & MULCH	2,458.40
AMAZON CAPITAL SERVICES	SOCCER EQUIPMENT	2,070.54
ANDREW DEA	SPRING SOCCER REF	125
ARNOLD MOTOR SUPPLY	24 FORD F350 OIL CHANGE	141.54
AT&T MOBILITY	PD CELL PHONES	293.79
AVEY WATSON	SPRING SOCCER REF	20
AYLA LANSMAN	U8 X 5 GAMES, U10AR X 1 GAME	95
BASE	JUNE FSA ADMIN	30
BOLTON & MENK INC	RICHLAND RD TRAIL PROJECT	9,509.51
BRAELEE KUNKEL	SPRING SOCCER REF	30
BRAYDEN FENNESSEY	SOCCER REFEREE	130
CALI RICHARDS	BB OFFICIAL 22 GAMES	440
CALVIN VERDI	SPRING SOCCER REF	40
CITY OF VAN METER	BB/SB UMP PAY	1220
CULLIGAN	CH & PW WATER	117.81
CUSTOM LAWN CARE & LANDSCAPING	CRABGRASS CONTROL & FERTILIZER	1,163.80
DALLAS CO RECORDER	ANNEXATION	422
DALLAS CO TREASURER	2023 PROPERTY TAX - 601 MAIN	4,952.25
DANE BERNHARDT	SOCCER REF - SPRING	170
DELTA DENTAL	MAY DENTAL/VISION PREM PD	923.26
DEMCO	LABEL PROTECTORS	59.16
EFTPS	FED/FICA TAX	15,360.05
ELAN FINANCIAL - EBANK CC	MAY PURCHASES	373.01
EMMA VERDI	SPRING SOCCER REF	10
FELD FIRE	GAS METER W/ CALIB & PRESS RED	2,771.00
FENIX USA LLC	WATER METER/SUBSCRIPTION	704.17
FIRE SERVICE TRAINING BUREAU	HMA WRITTEN FOR DURFLINGER	50
GABE JONES	SPRING SOCCER REF	500
GABE SCOTT	SPRING SOCCER REF	125
GATEHOUSE MEDIA IA HOLDINGS	PUBLICATIONS	1149.8
GRAYSON WIGANT	SPRING SOCCER REF	300
HEARTLAND BUSINESSES SYSTEM	APRIL EMAIL - MONTHLY BILLING	4,164.24
HEARTLAND COOP	LP LEAK CHECK	20
HUDSON SODERHOLM	SPRING SOCCER REF	300
INDUSTRIAL CHEM LABS	LIFT STATION DEGREASER	883.28
INTERSTATE ALL BATTERY CENTER	FD BATTERY	31.5
INVISION	MARCH FIELD VER & BIM MODEL	15,000.00
IOWA ONE CALL	EMAIL LOCATES	54.1
IPERS	IPERS	4,785.64
JACK JACOBS	SPRING SOCCER REF	20
JACK KRIEGER	SPRING SOCCER REF	175
JANICE MILLER	2025 PLANT SALE	4,022.40
JESSICA DRAKE	FSA REIMBURSE	322.5
JESTER INSURANCE SERVICE	GENERAL CITY INSURANCE	89,472.10
JMT TRUCKING	SHOULDER ROCK	218.4

KADENCE WIGANT	SOCCER REFEREE - SPRING	100
KAEGAN WIGANT	SOCCER REFEREE	300
KATE OLIVER	SOCCER REFEREE - SPRING	100
KING'S MATERIAL INC	JOHNSON PARK MULCH	884.15
KONICA MINOLTA	QUARTERLY MAINTENANCE INVOICE	258.48
LANDON ELLIOTT	SPRING SOCCER REF	20
LANDON LUKAN	SPRING SOCCER REF	105
LAURA KUNKEL	FD CLEANING 3/16&30, 4/16&27	100
LAYTON FANNON	SPRING SOCCER REF	250
LEVI LUKAN	SOCCER REF - SPRING	185
LOUNSBURY SAND & GRAVEL	SCREENED TOPSOIL	295.8
LOWE'S	CH MULCH & FLOWERS	1,133.51
LUKAS HETLAND	SOCCER REFEREE - SPRING	40
MATEYA SPELTZ	SB UMP	60
MATHESON TRI GAS INC	OXYGEN	42.4
MEDIACOM	FD INTERNET	587.4
MEMPHIS VIS	SPRING SOCCER REF	10
MIDAMERICAN ENERGY	GAS/ELEC STREETS	2,819.29
MOLLY SIMECK	SPRING SOCCER REF	135
NATE SCHRECK	SPRING SOCCER REF	160
NEWCOM TECHNOLOGIES INC	CEMETERY SOFTWARE LICENSE	350
NIC WIGANT	SOCCER REF - SPRING	45
ORKIN	MAY PEST CONTROL	79
OWEN STEENHOEK	U6 X 2 GAMES	20
PEEK SALES & SERVICE	MOWER PARTS (BLADES)	146.25
PRAIRIE AG SUPPLY	MOWER REPAIR SERVICE	687.56
PROFESSIONAL RESCUE INNOVATION	AG RESCUE WEEKEND CLASS	1,425.00
SCHILDBERG CONSTRUCTION	21 TONS - RICHLAND ROCK SHOULE	462
SO DALLAS LITTLE LEAGUE	CY25 LL INSURANCE DUES	3,985.00
STACK PAY - REC FEES	REC FEE REFUNDS	269
STIVERS FORD	2023 CHECY TAHOE REPAIR	2,074.04
THE HARTFORD	MAY LIFE PREMIUM PD	502.09
THORPE WATER DEV CO	OPP BY AFFIDAVIT	400
TOMMY MADDEN	BB UMP	120
TREAS - ST OF IA SALES TX	APRIL WATER EXCISE TAX	1,953.90
TREAS - STATE OF IOWA W/H	STATE TAX	794.09
VEENSTRA & KIMM INC	MICROSOFT PUBLIC IMPROVEMENTS	67,816.42
VERIZON WIRELESS	CH PHONE	664.81
WASTE CONNECTIONS	GARBAGE CONTRACT	12,709.62
WASTE SOLUTIONS OF IA	KYBOS - SOCCER	946
WELLMARK	MAY MEDICAL PREMIUMS PD	13,175.94
WELLS FARGO CC	MAY PURCHASES	4,213.98
WEX BANK	PAST DUE FUEL CHARGES	845.22
WEX BANK	FD FUEL PURCHASES	84.44
WHITFIELD & EDDY PLC	MARCH & APRIL LEGAL	6,355.04
WILL NIXON	SPRING SOCCER REF	140
WYNI KUEHLER	SPRING SOCCER REF	60
ZIEGLER INC	LIFT SERVICE CONTRACT	1,065.08
Accounts Payable Total		349,915.49
Payroll Checks		45,380.78
***** REPORT TOTAL *****		395,296.27
GENERAL		250,678.74
ROAD USE TAX		485.34
ARLINGTON ROAD RESURFACE		1,781.08
MASTER TRAILS PROJECT		9,117.51
601 MUNICIPAL BUILDING		19,952.25
WATER MAIN REPLACEMENT P1		1,800.40
WATER SUPPLY IMPROVEMENTS		313.5
WATER TREATMENT FACILITY		7598.9
MICROSOFT CAPITAL IMPROVEMENTS		48,540.41
VIRGINIA STREET EXTENSION		392.00
WATER		33,801.81
SEWER		20,834.33
TOTAL FUNDS		395,296.27

- c. April Financial Reports
- d. April Building Permit Report
- e. April IPAIT Report
- f. Resolution #2025-44 Approving Appointment of a Member to the VMFD - Heimdal
- g. Resolution #2025-62 Assigning an Address to Johnson Park – 325 Division Ave

- h. Resolution #2025-63 Approving an 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 Non-Renewal to GIS Workshop, LLC – 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 Survey

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 - YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**

8) **Public Hearings**

- a. Grolmus moved, supported by Akers, to open the public hearing of the second reading of a proposed amendment to Chapter 92 Water Rates. Motion carried. The hearing opened at 7:05pm. No comments were received prior to or during the hearing. Grolmus moved, supported by Pelz, to close the public hearing. Motion carried. The hearing closed at 7:05pm.
- b. Westfall moved, supported by Akers, to open the public hearing of the second reading of a proposed amendment to Chapter 99 Sewer Charges. Motion carried. The hearing opened at 7:05pm. No comments were received prior to or during the hearing. Pelz moved, supported by Grolmus, to close the public hearing. Motion carried. The hearing closed at 7:06pm.
- c. Brott moved, supported by Grolmus, to open the public hearing the first reading of a proposed amendment to Chapter 106 Collection of Solid Waste. Motion carried. The hearing opened at 7:06pm. No comments were received prior to or during the hearing. Brott moved, supported by Grolmus, to close the public hearing. Motion carried. The hearing closed at 7:06pm.
- d. Grolmus moved, supported by Pelz, to open the public hearing regarding a proposed addition to the Code of Ordinances – Chapter 174 Mailboxes. Motion carried. The hearing opened at 7:07pm. No comments were received prior to or during the hearing. Grolmus moved, supported by Pelz, to close the public hearing. Motion carried. The hearing closed at 7:07pm.

9) Grolmus moved, supported by Akers, 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. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus-YES; Pelz – YES; Westfall - YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**

10) City Engineer Johnson described the change request #1 relating to the Arlington Street Project detailing changes regarding compact testing, solid waste collection & sidewalk stabilization in the amount of \$19,230.00. Brott moved, supported by Akers, adopt Resolution #2025-66 Approving Change Order Request #1 for the Arlington Avenue Street Project. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus-YES; Pelz – YES; Westfall - YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**

11) Akers moved, supported by Grolmus, to adopt Resolution #2025-67 Setting Date of Public Hearing for Budget Amendment #2 for Fiscal Year 2025 for Monday, June 9, 2025 at 7:00pm 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 - YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**

12) Grolmus moved, supported by Brott, adopt Resolution #2025-68 Approving a Fee Schedule for the City of Van Meter. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus-YES; Pelz – YES; Westfall - YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**

13) Brott moved, supported by Akers, to adopt Resolution #2025-69 Approving Tax Abatement for Certain Properties as a Result of Annexation - Brookview. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus-YES; Pelz – YES; Westfall - ABSTAIN. **YES (4) NO (0) ABSTAIN (1) ABSENT (0)**

14) Akers moved, supported by Brott, to proceed with the termination of the 28E Agreement for Fire Protection Services with Lee Township effective December 31, 2026. On roll call, the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**

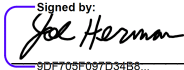
15) Staff presented and discussed a draft policy manual for Council consideration and requested comments & feedback prior to the July business meeting.

16) Item #18 Reports was moved to Item #16 prior to approval of the agenda. The Administrative report noted updates relating to economic development activities, a funding opportunity for improvements at the intersection of F90 & Richland Road, the schedule for the City software schedule and noted that there is no Council Workshop on May 26. City Administrative staff also provided a legislative update. Public Works reported on updates with the meter replacements, project updates including water main replacement & Arlington Street resurfacing and continuing education noting that Shane Luvaas passed his Grade 1 Water Treatment certification and that Spencer Leonard will be testing in late May/early June. Police reported that there were 110 calls in April of which 56 were traffic stops & noted creation of a voluntary dog registry. Fire reported that there were 31 calls in April of which 9 were not responded to – all of which were EMS calls, 7 in DeSoto and 2 in Van Meter. Library reported participating in several continuing education activities & updates on Summer Reading. Parks & Rec reported the current youth sport registration numbers for spring soccer, youth little league and youth softball and thanked Public Works for assistance in new mulch at the parks. The City Engineer provided updates on several construction projects throughout the City & provided a construction schedule for the Arlington Street Project.

17) Akers moved, supported by Pelz, to enter into Closed Session pursuant to Iowa Code Chapter 21.5 (c) regarding matters pending litigation. Motion carried. Closed session began at 7:50pm. Grolmus moved, supported by Akers, to exit closed session at 8:04pm. On roll call, the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**

18) No action was taken as a result of closed session.

19) 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 – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**. The meeting was adjourned at 8:05pm.

Signed by:

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5/14/2025

Joe Herman, Mayor

DocuSigned by:

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5/14/2025

Jessica Drake, City Clerk

PUBLIC MEETING

Governmental Body: Van Meter Board of Adjustment

Date of Meeting: Thursday, May 29, 2025

Time/Location of Meeting: 6:00pm – 310 Mill Street (City Hall)

1. Call to Order/Roll Call

The Van Meter Board of Adjustment Public Meeting was called to order at 6:00pm on Thursday, May 29, 2025 by City Clerk Drake. Board Members Present: Dennis Carter, Jarin Young, Brian Anderson, David Lyons and Tony Doremus. Staff Present: City Clerk Jess Drake, City Administrator Liz Faust, Building Inspector Chris Campbell and Building Inspector Adam Holiday. Public present: Lori Hagen.

2. Approval of Agenda

City Clerk Drake noted that Items 6 & 7 were removed from the agenda at the request of the applicant. Doremus moved, supported by Lyons to approve the agenda as amended. Carter – YES; Anderson – YES; Lyons - YES; Young – YES; Doremus – YES. Motion carried.

3. Approval of the Minutes from April 10, 2025

Doremus moved, supported by Anderson to approve the minutes from April 10, 2025 as presented. Carter – YES; Anderson – YES; Lyons - YES; Young – YES; Doremus – YES. Motion carried.

4. Public Hearing

Doremus moved, supported by Lyons, to open the public hearing. Carter – YES; Anderson – YES; Lyons - YES; Young – YES; Doremus – YES. The public hearing was open as of 6:02pm.

A. VARIANCE REQUEST

An application for a Variance has been received from LORI HAGEN, property owner of 409 Pleasant Street, Van Meter, IA 50261.

The property owner has submitted an application for Variance for the property located at 409 Pleasant Street, Van Meter, IA 50261. The property is located in the R-2 Zoning District as defined by the Van Meter Code of Ordinances, Chapter 165 Zoning Regulations. R-2 Zoning requires a minimum setback from the front property line of 35 feet. The property currently has a garage that sits on the property with a setback of approximately 11 feet and has submitted a building permit to replace the garage with a setback of approximately 20 feet.

FOR THE RECORD

Notice of Public Hearing was published in the Des Moines Register on May 14, 2025. The Notice was also posted at the Van Meter City Hall, Van Meter Public Library, Van Meter Post Office and electronically at www.vanmeteria.gov.

CITY REPORT

City Clerk Drake recounted a summary of the application request, site plan and building plan. The Building Inspector noted that as long as the driveway from the lot line to the front of the garage is at least 18ft, the inspection department does not have an issue with the variance.

APPLICANT REPRESENTATIVES

The applicant provided no additional comments.

WRITTEN COMMENTS RECEIVED BY CITY PRIOR TO HEARING

None.

PUBLIC INPUT

None.

APPLICANT CLOSING SUMMARY

None.

CITY CLOSING SUMMARY

City staff had no closing remarks.

Carter moved, supported by Doremus to close the public hearing. Carter – YES; Anderson – YES; Lyons - YES; Young – YES; Doremus – YES.
The public hearing was closed as of 6:07pm.

5. Discussion & Action by Board of Adjustment regarding the Variance Request as described in Agenda Item 4A

DISCUSSION

Carter moved, supported by Doremus, to grant a variance allowing construction of a new garage at 409 Pleasant Street so long as the driveway is at least 18ft from the lot line along Pleasant Street to the front of the garage structure to Lori Hagen.

On roll call, the votes were as follows: Carter – YES; Anderson – YES; Lyons – YES; Young – YES; Doremus – YES.

The application for a Variance by Lori Hagen is approved.

6. Adjournment

Young moved, supported by Anderson, to adjourn the meeting.
Carter – YES; Anderson – YES; Lyons - YES; Young – YES; Doremus – YES.
Meeting was adjourned at 6:11pm.

DocuSigned by:
Jessica Drake
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Jessica Drake
City Clerk, City of Van Meter

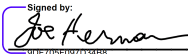
6/4/2025

City of Van Meter, Iowa

City Council Special Meeting Minutes – May 30, 2025

- 1) The Van Meter City Council met virtually for a special meeting Friday, May 30, 2025. Mayor Herman called the meeting to order at 11:30am. The following council members were present upon roll call: Joel Akers (in person), Travis Brott, Quin Pelz and Penny Westfall. Councilmember Grolmus was absent.
Staff present: City Clerk Jessica Drake and City Administrator Liz Faust
- 2) Brott moved, supported by Pelz, to approve the agenda. On roll call, the votes were as follows: Akers – YES; Brott – YES; Grolmus – ABSENT; Pelz – YES; Westfall – YES. **YES (4) NO (0) ABSTAIN (0) ABSENT (1)**
- 3) Pelz moved, supported by Brott, to adopt Resolution #2025-70 Approving a Special Class C Retail Alcohol License – Thirsty Pigs, LLC. On roll call, the votes were as follows: Akers – YES; Brott – YES; Grolmus – ABSENT; Pelz – YES; Westfall – YES. **YES (4) NO (0) ABSTAIN (0) ABSENT (1)**
- 4) Brott moved, supported by Pelz, to adjourn. On roll call the votes were as follows Akers – YES; Brott – YES; Grolmus – ABSENT; Pelz – YES; Westfall – YES. **YES (4) NO (0) ABSTAIN (0) ABSENT (1)** Mayor Herman adjourned the meeting at 11:33am.


Signed by:



6/4/2025

Joe Herman, Mayor

DocuSigned by:



6/4/2025

City Clerk, Jessica Drake

Vendor Checks: 5/13/2025- 6/09/2025

Payroll Checks: 5/13/2025- 6/09/2025

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
ADAM BOECK	3X SOCCER GAMES		120.00		
AFLAC	AFLAC PRETAX		150.66	11180391	5/23/25
AGSOURCE COOPERATIVE SERVICES	WA/SW TESTING		180.50		
AINSLEY WATSON	3X SOCCER GAMES		100.00		
ALLIANCE CONSTRUCTION GROUP	ARLINGTON AVE PP#1		64,585.57		
ANDREW COOPER	FSA REMIBURSE - A.COOPER		705.95	11180398	5/22/25
ARNOLD MOTOR SUPPLY	8" DI MJ 45 C153		375.74		
AT&T MOBILITY	PD PHONE SERVICE		277.60		
AVEY WATSON	1X U6 GAME		10.00		
AYLA LANSMAN	1X U10AR GAME		20.00		
BALDON & SON HARDWARE	EXTENSION SPRINGS		13.87		
BASE	JUL CAF MONTHLY		30.00		
BEELINE + BLUE	MUNICIPAL BUILDING POSTERS		98.10		
BOLTON & MENK INC	VM/RICHLAND RD TRAIL PROJECT		2,979.00		
BRAELEE KUNKEL	2X U8 GAMES		30.00		
BRAYDEN FENNESSEY	SOCCER REFEREE RECERT COURSE		62.50		
CALVIN VERDI	2X U10AR GAMES		40.00		
CITY OF VAN METER	2X BB GAMES	150.00		11180383	5/15/25
CITY OF VAN METER	9X BB/SB GAMES	635.00		11180392	5/20/25
CITY OF VAN METER	1X BB GAME	75.00		11180393	5/22/25
CITY OF VAN METER	4X BB GAMES	300.00		11180394	5/27/25
CITY OF VAN METER	10X BB/SB GAMES	710.00	1,870.00	11180396	6/02/25
CULLIGAN	CH & PW WATER		150.41		
DANE BERNHARDT	SOCCER REF		30.00		
DORSEY & WHITNEY LLP	URPA & DATA CENTER DEV AGR		56,825.00		
EARLHAM SAVINGS BANK	EBANK EFT ACH FEES		25.00	11180400	5/15/25
EFTPS	FED/FICA TAX	7,795.51		11180390	5/23/25
EFTPS	FED/FICA TAX	7,652.01	15,447.52	11180399	6/03/25
ELAN FINANCIAL - EBANK CC	STREET SIGN POSTS	2,501.00		11180397	5/29/25
ELAN FINANCIAL - EBANK CC	PLANT SALE SIGNS	796.01	3,297.01	11180406	5/20/25
ELECTRIC PUMP	BV BOOSTER PACO/PUMP		16,843.93		
EMMA VERDI	1X U6 GAME		10.00		
FENIX USA LLC	108X WATER METERS		16,200.00		
FIRE SAFETY USA	2X STANDARD SHIELDS		139.85		
FULLER PETROLEUM SERVICE	#2DSL ULS DYED		878.98		
GABE JONES	3X BB GAMES		190.00		
GALLS LLC	GH APB OUTER CARRIER		318.99		
GATEHOUSE MEDIA IA HOLDINGS	605 ELM BOA 5/29/25	38.20		11180380	5/14/25
GATEHOUSE MEDIA IA HOLDINGS	5/12/25 MINUTES	327.40		11180381	5/14/25
GATEHOUSE MEDIA IA HOLDINGS	CHAPTER 174 PUBLICATION	190.00		11180382	5/14/25
GATEHOUSE MEDIA IA HOLDINGS	5/12/2025 MINUTES	47.40	603.00		
GCMOA	FY26 ANNUAL DUES		25.00		
GRAYSON WIGANT	2X U12AR GAMES		50.00		
HEARTLAND BUSINSES SYSTEM	MANAGED SERVICES		4,558.65		
HUDSON SODERHOLM	3X U13AR GAMES		90.00		
INVISION	MAY FIELD VER & BIM MODEL 601		7,598.10		
IOWA CODE ENFORCEMENT	MAY SERVICE FEE		600.00		
IOWA ONE CALL	EMAIL LOCATES		78.30		
IOWA PUMP WORKS INC	MAIN BREAK REPAIR		574.00		
IOWA RUSH	14 TEAM REGISTRATIONS		560.00		
IPERS	IPERS		4,644.18	11180388	5/23/25
JACK JACOBS	1X U6 GAME		10.00		
JACK KRIEGER	3X SOCCER GAME REF		70.00		
JESSICA DRAKE	FSA REIMBURSE		76.88	11180405	5/22/25

Vendor Checks: 5/13/2025- 6/09/2025

Payroll Checks: 5/13/2025- 6/09/2025

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
JIMMER PETERSEN	1X U6 GAME		10.00		
KAEGAN WIGANT	4X SOCCER GAMES		170.00		
KATE OLIVER	SOCCER REFX1 GAME		25.00		
KONICA MINOLTA	JUNE MONTHLY MAINT CHARGE		35.20		
LANE OBERMEIER	7X SOCCER GAMES		130.00		
LAURA KUNKEL	CLEANING SERVICES 5/11 & 5/25		50.00		
LAYTON FANNON	3X SOCCER GAMES		85.00		
LEVI LUKAN	4X SOCCER GAMES		125.00		
LIBERTY READY MIX	ROCK FOR ARLINGTON		310.50		
LINDA BETSINGER MCCANN	SPEAKING AT VM LIBRARY		125.00		
LUKAS HETLAND	2X SOCCER GAMES		75.00		
MATEYA SPELTZ	3X SB GAMES		185.00		
MATHESON TRI GAS INC	OXYGEN		43.48		
MEDIACOM	CITY HALL INTERNET FOR JUNE		406.95		
MEMPHIS VIS	2X U6 GAMES		20.00		
MIDAMERICAN ENERGY	GAS/ELEC MAY		2,628.28		
MOTOROLA	V700 CHARGER DOCK		200.00		
ORKIN	JUNE25-JUNE26 PEST CONTROL		910.08		
PEEK SALES & SERVICE	MOWER SERVICED FOR SPRING		1,278.93		
PLAYAWAY	50 WONDERBOOKS		4,588.41		
REGAN BERNHARDT	SOCCER REF		25.00		
SAM CHIA	MEETING RE: FLAG FOOTBALL		24.78		
SCHEELS - DES MOINES	2X PD LIFE VESTS		179.98		
STIVERS FORD	2020 TAHOE OIL CHANGE		88.12		
STRYKER SALES CORP	AED INFANT CHILD		132.60		
TEAG SCHWEITZBERGER	5X SOCCER GAMES		85.00		
THORPE WATER DEV CO	SPRINKLER FIX AT REC COMPLEX		2,711.84		
TOMMY MADDEN	2X BB GAMES		125.00		
TOYNE INC	FREIGHTLINER M2 REPAIRS		120,038.00		
TREAS - STATE OF IOWA W/H	STATE TAX		770.70	11180389	5/23/25
UMB BANK NA	BOND PAYMENTS	223,700.00		11180402	5/29/25
UMB BANK NA	BOND PAYMENTS	223,700.00	447,400.00		
UNITED UTILITIES & EXCAVATION	WATER MAIN REPLACEMENT PHASE 1		286,007.95		
US POSTMASTER	June Postage - UB	94.01		33475	6/03/25
US POSTMASTER	June Postage - UB	84.00	178.01		
VEENSTRA & KIMM INC	BUILDING PERMIT FEES APRIL		65,285.78		
WASTE CONNECTIONS	GARBAGE CONTRACT JUNE		12,799.62		
WASTE SOLUTIONS OF IA	KYBOS - BASEBALL FIELDS		1,288.00		
WEX BANK	PD FUEL PURCHASES		2,073.83	11180363	5/15/25
	Accounts Payable Total		1,152,160.33		
	Invoices: Paid		253,411.34		
	Invoices: Scheduled		898,748.99		
	Payroll Checks		45,531.28		
	Report Total		1,197,691.61		

**CLAIMS REPORT
CLAIMS DEPT SUMMARY****Payroll Checks: 5/13/2025- 6/09/2025**

DEPT	NAME	AMOUNT
050	LIABILITIES	21,013.06
110	POLICE	14,757.64
130	EMERGENCY MANAGEMENT	12.29
150	FIRE	121,199.19
160	AMBULANCE	573.89
210	ROADS, BRIDGES, SIDEWALKS	6,985.19
230	STREET LIGHTING	1,255.42
250	SNOW REMOVAL	531.48
290	GARBAGE	12,799.62
410	LIBRARY	10,886.64
430	PARKS	2,920.77
440	RECREATION	11,421.27
450	CEMETERY	1,058.46
520	ECONOMIC DEVELOPMENT	1,824.20
540	PLANNING & ZONING	34,537.18
610	MAYOR/COUNCIL/CITY MGR	5,814.17
620	CLERK/TREASURER/ADM	3,026.47
640	LEGAL SERVICES/ATTORNEY	2,136.89
650	CITY HALL/GENERAL BLDGS	147.93
710	DEBT SERVICES	447,400.00
750	CAPITAL PROJECTS	448,638.02
810	WATER	33,595.33
815	SEWER/SEWAGE DISPOSAL	15,156.50

	TOTAL DEPARTMENTS	1,197,691.61

**CLAIMS REPORT
CLAIMS FUND SUMMARY****Payroll Checks: 5/13/2025- 6/09/2025**

FUND	NAME	AMOUNT
001	GENERAL	247,863.28
110	ROAD USE TAX	7.14
200	DEBT SERVICE	447,400.00
305	ARLINGTON ROAD RESURFACE	79,403.77
315	MASTER TRAILS PROJECT	2,724.00
320	601 MUNICIPAL BUILDING	7,696.20
325	WATER MAIN REPLACEMENT P1	296,768.35
335	WATER TREATMENT FACILITY	7,387.30
340	MICROSOFT CAPITAL IMPROVE	48,437.90
345	WATER MAIN REPLACEMENT P2	2,652.00
355	VIRGINIA STREET EXTENSION	255.00
360	340TH TRAIL PROJECT	3,313.50
600	WATER	36,254.92
610	SEWER	17,528.25

	TOTAL FUNDS	1,197,691.61

Transaction No	Date	Mod	Empl/Vend	Vendor/Employee Name	Other No	Checks	Deposits
1 CHECKING-EARLHAM SAVINGS BK#1						Beginning Statement Balance	4,366,802.38
8318975	5/01/2025	RM					5,195.23
8318976	5/02/2025	RM					650.00
8318980	5/05/2025	RM					4,648.02
8318981	5/06/2025	RM					1,240.23
8318982	5/07/2025	RM					872.60
8318983	5/08/2025	RM					2,313.17
8318984	5/01/2025	BK					105.79
8318985	5/02/2025	BK					132.37
8318986	5/02/2025	BK					213.04
8318987	5/02/2025	BK					1,948.96
8318988	5/05/2025	BK					260.20
8318989	5/05/2025	BK					336.10
8318990	5/06/2025	BK					741.18
8318991	5/06/2025	BK					867.20
8318992	5/05/2025	BK					1,094.69
8318993	5/06/2025	BK					165.50
8318994	5/07/2025	BK					96.77
8318995	5/07/2025	BK					303.59
8318996	5/07/2025	BK					486.12
8318997	5/08/2025	BK					123.19
8318998	5/08/2025	BK					200.00
8318999	5/09/2025	BK					208.70
8319000	5/09/2025	BK					100.00
8319001	5/09/2025	RM					741.21
8319002	5/15/2025	BK		ACH UTILITY DEPOSIT - MAY			27,794.36
8319003	5/12/2025	RM					2,085.95
8319004	5/13/2025	RM					1,377.95
8319005	5/14/2025	RM					3,563.50
8319006	5/15/2025	RM					2,707.02
8319007	5/16/2025	RM					4,832.85
8319008	5/19/2025	RM					2,973.61
8319009	5/20/2025	RM					105.59
8319010	5/21/2025	RM					232.29
8319011	5/12/2025	BK					898.12
8319012	5/13/2025	BK					598.70
8319013	5/12/2025	BK					541.04
8319014	5/13/2025	BK					109.79
8319015	5/13/2025	BK					111.92
8319016	5/13/2025	BK					203.43
8319017	5/14/2025	BK					854.79
8319018	5/15/2025	BK					279.50
8319019	5/15/2025	BK					137.01
8319020	5/15/2025	BK					1,041.88
8319021	5/16/2025	BK					124.28
8319022	5/16/2025	BK					1,671.80
8319023	5/19/2025	BK					87.63
8319024	5/20/2025	BK					718.52
8319025	5/20/2025	BK					1,890.88
8319026	5/19/2025	BK					9,812.63
8319027	5/19/2025	BK					8,628.20
8319028	5/20/2025	BK					549.70
8319029	5/21/2025	BK					120.41

Transaction No	Date	Mod	Emp1/Vend	Vendor/Employee Name	Other No	Checks	Deposits
1 CHECKING-EARLHAM SAVINGS BK#1				- continued -			
8319030	5/21/2025	BK					167.42
8319031	5/13/2025	GL					16,708.65
8319032	5/22/2025	RM					156.28
8319033	5/23/2025	RM					3,234.00
8319034	5/27/2025	RM					49,589.98
8319035	5/28/2025	RM					3,538.65
8319036	5/30/2025	RM					5,901.26
8319037	5/22/2025	BK					88.55
8319038	5/23/2025	BK					100.00
8319039	5/23/2025	BK					129.06
8319040	5/23/2025	BK					208.51
8319041	5/27/2025	BK					107.28
8319042	5/28/2025	BK					150.45
8319043	5/27/2025	BK					188.84
8319044	5/27/2025	BK					201.38
8319045	5/29/2025	BK					101.64
8319046	5/22/2025	BK					5.00
8319048	5/30/2025	BK					103.52
8319049	5/28/2025	BK					79.91
8319053	5/22/2025	GL					32,575.08
8319054	5/12/2025	GL					357.50
8319056	5/30/2025	GL					13,059.40
8319057	5/14/2025	GL					73.37
8319058	5/14/2025	GL					49,571.05
8319059	5/29/2025	GL					4,555.42
33056	11/12/2024	AP	1273	JACK KRIEGER		30.00	
33345*	4/15/2025	AP	1369	DOUG APLEGATE		150.00	
33352*	4/15/2025	AP	1372	IBTSA		35.00	
33369*	4/15/2025	AP	453	SHELLY JAMES		360.00	
33373*	4/15/2025	AP	1370	UNWIND DESIGNS		375.00	
33386*	5/13/2025	AP	962	ABSOLUTE REPAIR	53,976.47		
33387	5/13/2025	AP	6	ACCO	1,031.00		
33389*	5/13/2025	AP	30	AGSOURCE COOPERATIVE SERVICES	52.00		
33390	5/13/2025	AP	1071	AINSLEY WATSON	120.00		
33391	5/13/2025	AP	29	ALL AMERICAN TURF BEAUTY	215.60		
33392	5/13/2025	AP	1374	ALPHA LANDSCAPES	2,458.40		
33393	5/13/2025	AP	1196	AMAZON CAPITAL SERVICES	2,070.54		
33394	5/13/2025	AP	1330	ANDREW DEA	125.00		
33395	5/13/2025	AP	39	ARNOLD MOTOR SUPPLY	141.54		
33396	5/13/2025	AP	964	AT&T MOBILITY	293.79		
33397	5/13/2025	AP	1305	AVEY WATSON	20.00		
33399*	5/13/2025	AP	1242	BASE	30.00		
33400	5/13/2025	AP	816	BOLTON & MENK INC	9,509.51		
33401	5/13/2025	AP	1228	BRALEE KUNKEL	30.00		
33402	5/13/2025	AP	855	BRAYDEN FENNESSEY	130.00		
33404*	5/13/2025	AP	1261	CALVIN VERDI	40.00		
33405	5/13/2025	AP	103	CULLIGAN	117.81		
33406	5/13/2025	AP	7	CUSTOM LAWN CARE & LANDSCAPING	1,163.80		
33407	5/13/2025	AP	109	DALLAS CO RECORDER	422.00		
33408	5/13/2025	AP	948	DANE BERNHARDT	170.00		
33409	5/13/2025	AP	414	DEMCO	59.16		
33410	5/13/2025	AP	1378	EMMA VERDI	10.00		

Transaction No	Date	Mod	Empl/Vend	Vendor/Employee Name	Other No	Checks	Deposits
1 CHECKING-EARLHAM SAVINGS BK#1				- continued -			
33411	5/13/2025	AP	263	FELD FIRE		2,771.00	
33412	5/13/2025	AP	1274	FENIX USA LLC		704.17	
33413	5/13/2025	AP	393	FIRE SERVICE TRAINING BUREAU		50.00	
33414	5/13/2025	AP	1157	GABE JONES		500.00	
33416*	5/13/2025	AP	1178	GRAYSON WIGANT		300.00	
33419*	5/13/2025	AP	1277	HEARTLAND BUSINSES SYSTEM		4,164.24	
33420	5/13/2025	AP	99	HEARTLAND COOP		20.00	
33421	5/13/2025	AP	1179	HUDSON SODERHOLM		300.00	
33422	5/13/2025	AP	81	INDUSTRIAL CHEM LABS		883.28	
33423	5/13/2025	AP	295	INTERSTATE ALL BATTERY CENTER		31.50	
33424	5/13/2025	AP	1359	INVISION		15,000.00	
33425	5/13/2025	AP	82	IOWA ONE CALL		54.10	
33428*	5/13/2025	AP	143	JANICE MILLER		4,022.40	
33430*	5/13/2025	AP	116	JESTER INSURANCE SERVICE		89,472.10	
33431	5/13/2025	AP	1270	JMT TRUCKING		218.40	
33432	5/13/2025	AP	598	KADENCE WIGANT		100.00	
33433	5/13/2025	AP	736	KAEGAN WIGANT		300.00	
33434	5/13/2025	AP	1108	KATE OLIVER		100.00	
33435	5/13/2025	AP	1151	KING'S MATERIAL INC		884.15	
33436	5/13/2025	AP	5	KONICA MINOLTA		258.48	
33439*	5/13/2025	AP	707	LAURA KUNKEL		100.00	
33440	5/13/2025	AP	1223	LAYTON FANNON		250.00	
33442*	5/13/2025	AP	1341	LOUNSBURY SAND & GRAVEL		295.80	
33443	5/13/2025	AP	44	LOWE'S		1,133.51	
33445*	5/13/2025	AP	1361	MATEYA SPELTZ		60.00	
33446	5/13/2025	AP	26	MATHESON TRI GAS INC		42.40	
33447	5/13/2025	AP	461	MEDIACOM		587.40	
33449*	5/13/2025	AP	24	MIDAMERICAN ENERGY		2,819.29	
33450	5/13/2025	AP	1220	MOLLY SIMECK		135.00	
33451	5/13/2025	AP	1154	NATE SCHRECK		160.00	
33452	5/13/2025	AP	40	NEWCOM TECHNOLOGIES INC		350.00	
33453	5/13/2025	AP	715	NIC WIGANT		45.00	
33456*	5/13/2025	AP	276	PEEK SALES & SERVICE		146.25	
33457	5/13/2025	AP	729	PRAIRIE AG SUPPLY		687.56	
33458	5/13/2025	AP	531	PROFESSIONAL RESCUE INNOVATION		1,425.00	
33459	5/13/2025	AP	1364	SCHILDBERG CONSTRUCTION		462.00	
33460	5/13/2025	AP	537	SO DALLAS LITTLE LEAGUE		3,985.00	
33461	5/13/2025	AP	92	STIVERS FORD		2,074.04	
33462	5/13/2025	AP	487	THORPE WATER DEV CO		400.00	
33463	5/13/2025	AP	1234	TOMMY MADDEN		120.00	
33464	5/13/2025	AP	35	VEENSTRA & KIMM INC		67,816.42	
33465	5/13/2025	AP	4	VERIZON WIRELESS		664.81	
33466	5/13/2025	AP	22	WASTE CONNECTIONS		12,709.62	
33467	5/13/2025	AP	820	WASTE SOLUTIONS OF IA		946.00	
33469*	5/13/2025	AP	180	WELLS FARGO CC		4,213.98	
33471*	5/13/2025	AP	28	WHITFIELD & EDDY PLC		6,355.04	
33472	5/13/2025	AP	1263	WILL NIXON		140.00	
33473	5/13/2025	AP	1311	WYNI KUEHLER		60.00	
33474	5/13/2025	AP	328	ZIEGLER INC		1,065.08	
128*	5/31/2025	GL					1,632.70
4437	5/09/2025	PR	1	ELIZABETH I FAUST		2,866.55	
4438	5/09/2025	PR	69	MICHAEL A BROWN		2,280.93	

Transaction No	Date	Mod	Emp1/Vend	Vendor/Employee Name	Other No	Checks	Deposits
1 CHECKING-EARLHAM SAVINGS BK#1				- continued -			
4439	5/09/2025	PR	120	EMMA G BACKSTROM		99.63	
4440	5/09/2025	PR	125	MARK J SCHMITT		138.42	
4441	5/09/2025	PR	132	DREW A MCCOMBS		2,247.02	
4442	5/09/2025	PR	134	JESSICA S DRAKE		100.00	
4443	5/09/2025	PR	134	JESSICA S DRAKE		2,152.70	
4444	5/09/2025	PR	135	SHANE M LUVAS		1,728.35	
4445	5/09/2025	PR	139	ANDREW E COOPER		1,799.10	
4446	5/09/2025	PR	140	JONATHA J BASYE		1,557.50	
4447	5/09/2025	PR	142	ADIN DELIC		1,787.07	
4448	5/09/2025	PR	149	JOAN R VON RUDEN KRUGER		868.44	
4449	5/09/2025	PR	157	SPENCER M LEONARD		1,426.59	
4450	5/09/2025	PR	158	SAM CHIA		1,415.65	
4451	5/09/2025	PR	159	LARAIN V CLIMER		1,338.82	
4452	5/09/2025	PR	165	TIM COSTLOW		809.60	
4453	5/09/2025	PR	166	JOSIE R SCHLUETER		92.92	
4454	5/23/2025	PR	1	ELIZABETH I FAUST		2,866.55	
4455	5/23/2025	PR	69	MICHAEL A BROWN		2,280.93	
4456	5/23/2025	PR	120	EMMA G BACKSTROM		150.19	
4457	5/23/2025	PR	125	MARK J SCHMITT		327.04	
4458	5/23/2025	PR	132	DREW A MCCOMBS		2,159.85	
4459	5/23/2025	PR	134	JESSICA S DRAKE		100.00	
4460	5/23/2025	PR	134	JESSICA S DRAKE		2,088.54	
4461	5/23/2025	PR	135	SHANE M LUVAS		1,728.35	
4462	5/23/2025	PR	139	ANDREW E COOPER		1,715.48	
4463	5/23/2025	PR	140	JONATHA J BASYE		1,557.50	
4464	5/23/2025	PR	142	ADIN DELIC		1,787.07	
4465	5/23/2025	PR	149	JOAN R VON RUDEN KRUGER		650.04	
4466	5/23/2025	PR	157	SPENCER M LEONARD		1,426.59	
4467	5/23/2025	PR	158	SAM CHIA		1,452.83	
4468	5/23/2025	PR	159	LARAIN V CLIMER		1,338.82	
4469	5/23/2025	PR	165	TIM COSTLOW		881.26	
4470	5/23/2025	PR	166	JOSIE R SCHLUETER		249.85	
4471	5/23/2025	PR	167	CONNER PROUGH		90.76	
4472	5/23/2025	PR	169	FAITH C JONES		233.03	
4473	5/23/2025	PR	167	CONNER PROUGH		99.73	
11180362	5/02/2025	AP	404	DALLAS CO TREASURER		4,952.25	
11180363	5/15/2025	AP	912	WEX BANK		2,073.83	
11180368	5/05/2025	AP	197	CITY OF VAN METER		440.00	
11180369	5/09/2025	AP	59	EFTPS		7,605.64	
11180370	5/06/2025	AP	58	TREAS - ST OF IA SALES TX		1,953.90	
11180371	5/06/2025	AP	20	GATEHOUSE MEDIA IA HOLDINGS		28.60	
11180372	5/02/2025	AP	10	WELLMARK		13,175.94	
11180373	5/02/2025	AP	18	DELTA DENTAL		923.26	
11180374	5/09/2025	AP	19	THE HARTFORD		502.09	
11180375	5/09/2025	AP	1244	ELAN FINANCIAL - EBANK CC		373.01	
11180376	5/08/2025	AP	20	GATEHOUSE MEDIA IA HOLDINGS		40.60	
11180377	5/08/2025	AP	20	GATEHOUSE MEDIA IA HOLDINGS		42.40	
11180378	5/08/2025	AP	20	GATEHOUSE MEDIA IA HOLDINGS		26.20	
11180379	5/12/2025	AP	197	CITY OF VAN METER		210.00	
11180380	5/14/2025	AP	20	GATEHOUSE MEDIA IA HOLDINGS		38.20	
11180381	5/14/2025	AP	20	GATEHOUSE MEDIA IA HOLDINGS		327.40	
11180382	5/14/2025	AP	20	GATEHOUSE MEDIA IA HOLDINGS		190.00	

Ending Statement Balance	4,016,804.94
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Transaction No	Date	Mod	Emp1/Vend	Vendor/Employee Name	Other No	Checks	Deposits
<hr/>							
1	CHECKING-EARLHAM SAVINGS	BK#1				Beginning Statement Balance	4,366,802.38
				146 Credit Transactions		629,679.55	
				78 Debit Transactions		279,682.11	
						Ending Statement Balance	4,016,804.94

BANK CASH REPORT 2025

BANK NAME FUND GL NAME	APRIL CASH BALANCE	MAY RECEIPTS	MAY DISBURSMENTS	MAY CASH BALANCE	OUTSTANDING TRANSACTIONS	MAY BANK BALANCE
CHECKING-EARLHAM SAVINGS BK#1						
BANK CHECKING-EARLHAM SAVINGS BK#1						4,016,804.94
001 CHECKING - GENERAL	188,055.73-	130,023.59	264,462.67	322,494.81-	2,441.64	
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-	4,555.42	0.00	5,858.64-	1,011.27	
060 CHECKING	186,412.33	0.00	0.00	186,412.33		
110 CHECKING - ROAD USE TAX	478,064.41	16,708.65	174.19-	494,947.25		
112 CHECKING - EMPLOYEE BENEFITS	209,192.20	13,785.69	77.42	222,900.47		
119 CHECKING - EMERGENCY FUND	0.00	0.00	0.00	0.00		
121 CHECKING - L.O.S.T.	535,072.48	32,575.08	0.00	567,647.56		
INVALID GL ACCT NUMBER	0.00	0.00	0.00	0.00		
125 CHECKING - TIF GENERAL	479,683.52	11,405.83	0.00	491,089.35		
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	231,897.83	1,242.77	223,700.00	9,440.60		
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	588,175.79	0.00	1,781.08	586,394.71		
310 CASH	0.00	0.00	0.00	0.00		
315 CASH	41,744.21-	0.00	9,117.51	50,861.72-		
320 CASH - CAPTIAL IMPROVE OTHER	38,051.84-	0.00	19,952.25	58,004.09-		
325 CASH	44,036.07-	0.00	1,800.40	45,836.47-		
330 CHECKING WATER SUPPLY IMPROV	857,962.27	0.00	313.50	857,648.77		
335 CASH	10,238.00-	0.00	7,598.90	17,836.90-		
340 CASH-MICROSOFT CAPITAL IMPRPOV	514,740.79-	0.00	48,540.41	563,281.20-		
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	392.00	392.00-		
360 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	659,123.19	39,715.79	35,992.73	662,846.25	962.54	
606 CHECKING - WATER MAIN PROJ	0.00	0.00	0.00	0.00		
610 CHECKING - SEWER	367,765.85	31,392.50	20,251.20	378,907.15	160.00	

BANK CASH REPORT
2025

FUND GL	BANK NAME	APRIL CASH BALANCE	MAY RECEIPTS	MAY DISBURSMENTS	MAY CASH BALANCE	OUTSTANDING TRANSACTIONS	MAY BANK BALANCE
612	CHECKING - LAGOON DEBT SERVICE	0.00	0.00	0.00	0.00		
620	CASH	0.00	0.00	0.00	0.00		
	PENDING CREDIT-CARD DEPOSITS					531.04	
	DEPOSITS					439.56-	
	CHECKING-EARLHAM SAVINGS TOTAL	4,364,346.09	281,405.32	633,805.88	4,011,945.53	4,859.41	4,016,804.94
	TOTAL OF ALL BANKS	4,364,346.09	281,405.32	633,805.88	4,011,945.53	4,859.41	4,016,804.94

TREASURER'S REPORT

CALENDAR 5/2025, FISCAL 11/2025

ACCOUNT TITLE		LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001	GENERAL	64,829.02-	130,434.76	261,342.85	3,042.40-	198,779.51-
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-	4,555.42			5,658.64-
060	GAS/ELEC FRANCHISE FEE	186,412.33				186,412.33
110	ROAD USE TAX	478,064.41	16,708.65	252.36	426.55	494,947.25
112	EMPLOYEE BENEFITS	209,192.20	13,785.69	77.42		222,900.47
119	EMERGENCY FUND					
121	LOCAL OPTION SALES TAX	535,072.48	32,575.08			567,647.56
125	TIF - GENERAL	572,217.74	11,726.22			583,943.96
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	231,897.83	1,242.77	223,700.00		9,440.60
205	DEBT SERVICE-WATER					
213	DEBT SERVICE-LIFT STATION					
240	DEBT SERVICE - MICROSOFT					
300	SIDEWALK CAPITAL PROJECT					
305	ARLINGTON ROAD RESURFAC	588,175.79		1,781.08		586,394.71
310	TRINDLE CITY PROJECTS					
315	MASTER TRAILS PROJECT	41,744.21-		9,117.51		50,861.72-
320	601 MUNICIPAL BUILDING	38,051.84-		19,952.25		58,004.09-
325	WATER MAIN REPLACEMENT	44,036.07-		1,800.40		45,836.47-
330	WATER SUPPLY IMPROVEMEN	857,962.27		313.50		857,648.77
335	WATER TREATMENT FACILIT	10,238.00-		7,598.90		17,836.90-
340	MICROSOFT CAPITAL IMPRO	514,740.79-		48,540.41		563,281.20-
345	WATER MAIN REPLACEMENT	27,071.85-				27,071.85-
350	GRAND RIDGE ESTATES PARK					
355	VIRGINIA STREET EXTENSION			392.00		392.00-
360	340TH TRAIL PROJECT					
370	SEWER CAPITAL IMPROVE					
500	CEMETARY-PERPETUAL CARE					
600	WATER	659,153.19	36,200.88	32,497.21	19.39	662,876.25
606	WATER MAIN PROJECT					
610	SEWER	401,220.14	31,508.18	20,269.83	18.63	412,477.12
612	DEBT SERVICE-SEWER LAGOON					
620	CARES ACT PROJECT FUND					

TREASURER'S REPORT
CALENDAR 5/2025, FISCAL 11/2025

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
Report Total	4,632,041.72	278,737.65	627,635.72	2,577.83-	4,280,565.82

BALANCE SHEET

CALENDAR 5/2025, FISCAL 11/2025

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CHECKING - GENERAL	134,439.08-	322,494.81-
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	4,555.42	5,858.64-
060-000-1110	CHECKING		186,412.33
110-000-1110	CHECKING - ROAD USE TAX	16,882.84	494,947.25
112-000-1110	CHECKING - EMPLOYEE BENEFITS	13,708.27	222,900.47
121-000-1110	CHECKING - L.O.S.T.	32,575.08	567,647.56
125-000-1110	CHECKING - TIF GENERAL	11,405.83	491,089.35
129-000-1110	CHECKING - TIF LMI		274,270.22
182-000-1110	CHECKING - LIBRARY TRUST		15,773.04
200-000-1110	CHECKING - DEBT SERVICE	222,457.23-	9,440.60
305-000-1110	CASH	1,781.08-	586,394.71
315-000-1110	CASH	9,117.51-	50,861.72-
320-000-1110	CASH - CAPTIAL IMPROVE OTHER	19,952.25-	58,004.09-
325-000-1110	CASH	1,800.40-	45,836.47-
330-000-1110	CHECKING WATER SUPPLY IMPROV	313.50-	857,648.77
335-000-1110	CASH	7,598.90-	17,836.90-
340-000-1110	CASH-MICROSOFT CAPITAL IMPRPOV	48,540.41-	563,281.20-
345-000-1110	CASH		27,071.85-
355-000-1110	CASH	392.00-	392.00-
600-000-1110	CHECKING - WATER	3,723.06	662,846.25
610-000-1110	CHECKING - SEWER	11,141.30	378,907.15
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	CASH TOTAL	352,400.56-	4,011,945.53
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	488.59	123,615.30
125-000-1150	IPAIT	320.39	93,000.50
182-000-1150	IPAIT		18,250.41
610-000-1150	IPAIT	115.68	33,569.97
		-----	-----
	IPAIT TOTAL	924.66	268,436.18
125-000-1160	SAVINGS/CD'S		145.89-
		-----	-----
	SAVINGS/CD'S TOTAL	.00	145.89-
		=====	=====
	TOTAL CASH	351,475.90-	4,280,565.82
		=====	=====

REVENUE REPORT

CALENDAR 5/2025, FISCAL 11/2025

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	2,219,954.30	130,434.76	2,003,462.36	90.25	216,491.94
	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	4,555.42	125,311.65	.00	125,311.65-
	GAS/ELEC FRANCHSIE FEE TOTAL	82,000.00	.00	66,455.96	81.04	15,544.04
	ROAD USE TAX TOTAL	216,000.00	16,708.65	169,915.24	78.66	46,084.76
	EMPLOYEE BENEFITS TOTAL	290,000.00	13,785.69	291,157.64	100.40	1,157.64-
	EMERGENCY FUND TOTAL	9.00	.00	8.89	98.78	.11
	LOCAL OPTION SALES TAX TOTAL	430,000.00	32,575.08	367,879.82	85.55	62,120.18
	TIF - GENERAL TOTAL	600,986.00	11,726.22	641,296.00	106.71	40,310.00-
	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 5/2025, FISCAL 11/2025

PCT OF FISCAL YTD 91.6%

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	1,242.77	257,440.64	100.05	139.64-
	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	36,200.88	457,303.14	87.25	66,806.86
	SEWER TOTAL	385,500.00	31,508.18	327,142.01	84.86	58,357.99
	DEBT SERVICE-SEWER LAGOON TOTA	20,000.00	.00	20,605.75	103.03	605.75-
	TOTAL REVENUE BY FUND	14,945,989.30	278,737.65	6,457,037.97	43.20	8,488,951.33

BUDGET REPORT
CALENDAR 5/2025, FISCAL 11/2025

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	GENERAL TOTAL	2,288,613.00	261,342.85	2,223,650.73	97.16	64,962.27
	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	252.36	129,927.44	46.07	152,072.56
	EMPLOYEE BENEFITS TOTAL	186,000.00	77.42	344.89	.19	185,655.11
	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 5/2025, FISCAL 11/2025

PCT OF FISCAL YTD 91.6%

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	223,700.00	248,000.00	100.00	.00
	ARLINGTON ROAD RESURFACE TOTA	618,500.00	1,781.08	4,722.35	.76	613,777.65
	TRINDLE CITY PROJECTS TOTAL	237,118.00	.00	237,117.06	100.00	.94
	MASTER TRAILS PROJECT TOTAL	787,500.00	9,117.51	50,861.72	6.46	736,638.28
	601 MUNICIPAL BUILDING TOTAL	698,681.00	19,952.25	719,651.71	103.00	20,970.71-
	WATER MAIN REPLACEMENT P1 TOTA	.00	1,800.40	32,046.22	.00	32,046.22-
	WATER SUPPLY IMPROVEMENTS TOTA	900,500.00	313.50	76,033.07	8.44	824,466.93
	WATER TREATMENT FACILITY TOTA	.00	7,598.90	17,262.90	.00	17,262.90-
	MICROSOFT CAPITAL IMPROVE TOTA	6,880,000.00	48,540.41	563,281.20	8.19	6,316,718.80
	WATER MAIN REPLACEMENT P2 TOTA	.00	.00	27,071.85	.00	27,071.85-
	VIRGINIA STREET EXTENSION TOTA	.00	392.00	392.00	.00	392.00-

BUDGET REPORT
CALENDAR 5/2025, FISCAL 11/2025

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	CEMETARY-PERPETUAL CARE TOTAL	41,749.00	.00	41,748.21	100.00	.79
	WATER TOTAL	438,348.00	32,497.21	610,704.47	139.32	172,356.47-
	WATER MAIN PROJECT TOTAL	35,565.00	.00	35,564.79	100.00	.21
	SEWER TOTAL	296,720.00	20,269.83	341,673.96	115.15	44,953.96-
	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	<u>15,815,696.00</u>	<u>627,635.72</u>	<u>7,450,295.64</u>	<u>47.11</u>	<u>8,365,400.36</u>

BUDGET REPORT
CALENDAR 5/2025, FISCAL 11/2025

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	464,695.00	40,535.95	408,320.67	87.87	56,374.33
	EMERGENCY MANAGEMENT TOTAL	650.00	12.29	1,620.34	249.28	970.34-
	FIRE TOTAL	210,620.00	70,338.71	135,099.15	64.14	75,520.85
	AMBULANCE TOTAL	23,580.00	3,041.52	19,398.48	82.27	4,181.52
		-----	-----	-----	-----	-----
	PUBLIC SAFETY TOTAL	699,545.00	113,928.47	564,438.64	80.69	135,106.36
	ROADS, BRIDGES, SIDEWALKS TOTA	394,176.00	14,939.58	364,068.79	92.36	30,107.21
	STREET LIGHTING TOTAL	3,000.00	1,258.14	13,794.65	459.82	10,794.65-
	TRAFFIC CONTROL & SAFETY TOTA	.00	219.69	3,402.59	.00	3,402.59-
	SNOW REMOVAL TOTAL	8,400.00	627.27	33,181.11	395.01	24,781.11-
	GARBAGE TOTAL	148,400.00	12,749.95	146,991.33	99.05	1,408.67
		-----	-----	-----	-----	-----
	PUBLIC WORKS TOTAL	553,976.00	29,794.63	561,438.47	101.35	7,462.47-
	LIBRARY TOTAL	181,793.00	15,620.53	174,088.05	95.76	7,704.95
	PARKS TOTAL	12,843.00	12,807.29	25,819.36	201.04	12,976.36-
	RECREATION TOTAL	165,093.00	23,278.66	163,370.27	98.96	1,722.73
	CEMETERY TOTAL	69,643.00	4,172.91	71,861.01	103.18	2,218.01-
	FARMERS MARKET TOTAL	.00	.00	300.00-	.00	300.00
		-----	-----	-----	-----	-----
	CULTURE & RECREATION TOTAL	429,372.00	55,879.39	434,838.69	101.27	5,466.69-
	ECONOMIC DEVELOPMENT TOTAL	59,300.00	1,253.52	31,153.26	52.54	28,146.74
	PLANNING & ZONING TOTAL	151,000.00	13,981.57	119,298.93	79.01	31,701.07
		-----	-----	-----	-----	-----
	COMMUNITY & ECONOMIC DEV TOTA	210,300.00	15,235.09	150,452.19	71.54	59,847.81
	MAYOR/COUNCIL/CITY MGR TOTAL	29,075.00	14,806.48	40,000.21	137.58	10,925.21-
	CLERK/TREASURER/ADM TOTAL	199,825.00	10,203.69	181,946.04	91.05	17,878.96
	LEGAL SERVICES/ATTORNEY TOTAL	68,500.00	18,144.05	97,640.25	142.54	29,140.25-
	CITY HALL/GENERAL BLDGS TOTAL	68,000.00	3,680.83	13,387.58	19.69	54,612.42
		-----	-----	-----	-----	-----
	GENERAL GOVERNMENT TOTAL	365,400.00	46,835.05	332,974.08	91.13	32,425.92
	DEBT SERVICES TOTAL	248,000.00	223,700.00	248,000.00	100.00	.00
		-----	-----	-----	-----	-----
	DEBT SERVICE TOTAL	248,000.00	223,700.00	248,000.00	100.00	.00
	CAPITAL PROJECTS TOTAL	9,752,011.00	89,496.05	1,358,153.17	13.93	8,393,857.83
		-----	-----	-----	-----	-----
	CAPITAL PROJECTS TOTAL	9,752,011.00	89,496.05	1,358,153.17	13.93	8,393,857.83
	WATER TOTAL	403,423.00	32,497.21	575,779.47	142.72	172,356.47-

BUDGET REPORT
CALENDAR 5/2025, FISCAL 11/2025

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	SEWER/SEWAGE DISPOSAL TOTAL	276,720.00	20,269.83	321,673.96	116.25	44,953.96-
		-----	-----	-----	-----	-----
	ENTERPRISE FUNDS TOTAL	680,143.00	52,767.04	897,453.43	131.95	217,310.43-
		-----	-----	-----	-----	-----
	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	627,635.72	7,450,295.64	47.11	8,365,400.36
		=====	=====	=====	=====	=====

OUTSTANDING TRANSACTION REGISTER

5/01/2025 TO 5/31/2025

BANK NO NAME				CHECKS AND						
MOD CODE	NUMBER	DATE	PERIOD	VEND/EMPL	OTHER NUMB	DEPOSITS	WITHDRAWALS	RECONCILING	VOIDED	MANUAL
1 CHECKING-EARLHAM SAVINGS BK#1 STATEMENT DATE: 5/31/2025										
AP CHK	33388	5/13/25	11/25	ADAM BOECK			170.00			
AP CHK	33398	5/13/25	11/25	AYLA LANSMAN			95.00			
AP CHK	33403	5/13/25	11/25	CALI RICHARDS			440.00			
AP CHK	33415	5/13/25	11/25	GABE SCOTT			125.00			
AP CHK	33426	5/13/25	11/25	JACK JACOBS			20.00			
AP CHK	33427	5/13/25	11/25	JACK KRIEGER			175.00			
AP CHK	33437	5/13/25	11/25	LONDON ELLIOTT			20.00			
AP CHK	33438	5/13/25	11/25	LONDON LUNKAN			105.00			
AP CHK	33441	5/13/25	11/25	LEVI LUKAN			185.00			
AP CHK	33444	5/13/25	11/25	LUKAS HETLAND			40.00			
AP CHK	33448	5/13/25	11/25	MEMPHIS VIS			10.00			
AP CHK	33454	5/13/25	11/25	ORKIN			79.00			
AP CHK	33455	5/13/25	11/25	OWEN STEENHOEK			20.00			
BANK TOTAL						.00	1,484.00	.00		
DEPOSITS-CHECKS						1,484.00-				

BANK NO	DATE	JOURNAL	PENDING DEPOSITS	ADJUSTMENTS*
1	5/01/2025	RM 0850	1,009.60	.00
1	5/02/2025	RM 0857	622.63	.00
1	5/05/2025	RM 0872	200.66	.00
1	5/08/2025	RM 0894	1,088.04	.00
1	5/02/2025	RM 0861	622.63-	.00
1	5/01/2025	RM 0853	1,009.60-	.00
1	5/05/2025	RM 0874	200.66-	.00
1	5/09/2025	RM 0902	177.77	.00
1	5/13/2025	RM 0922	401.21	.00
1	5/14/2025	RM 0935	742.03	.00
1	5/15/2025	RM 0946	8,546.56	.00
1	5/16/2025	RM 0955	965.74	.00
1	5/21/2025	RM 0978	118.24	.00
1	5/08/2025	RM 0898	812.10-	.00
1	5/09/2025	RM 0906	177.77-	.00
1	5/08/2025	RM 0898	275.94-	.00
1	5/13/2025	RM 0960	401.21-	.00
1	5/14/2025	RM 0938	742.03-	.00
1	5/16/2025	RM 0962	740.92-	.00
1	5/15/2025	RM 0950	8,546.56-	.00
1	5/16/2025	RM 0962	224.82-	.00
1	5/29/2025	RM 1008	202.39	.00
1	5/29/2025	RM 1015	89.51	.00
1	5/21/2025	RM 0980	118.24-	.00
1	5/30/2025	RM 1017	111.41	.00
1	5/31/2025	RM 1018	127.73	.00
BANK TOTAL			531.04	.00

REPORT TOTAL 531.04

OUTSTANDING TRANSACTION REGISTER
5/01/2025 TO 5/31/2025

BANK NO NAME						CHECKS AND				
MOD CODE	NUMBER	DATE	PERIOD	VEND/EMPL	OTHER NUMB	DEPOSITS	WITHDRAWALS	RECONCILING	VOIDED	MANUAL

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

Transaction No	Date	Mod	Emp1/Vend	Vendor/Employee Name	Other No	Checks	Deposits
3 IPAIT		BK#3				Beginning Statement Balance	267,511.52
61	5/30/2025	GL					924.66
Fund Description							
001	GENERAL						488.59
125	TIF - GENERAL						320.39
610	SEWER						115.68
	Fund Grand Total						924.66
						Ending Statement Balance	268,436.18

J. Drake
6/5/25

Transaction No	Date	Mod	Emp1/Vend	Vendor/Employee Name	Other No	Checks	Deposits
3		IPAIT	BK#3				
				Credit Transactions			
				1 Debit Transactions		924.66	
						Beginning Statement Balance	267,511.52
						Ending Statement Balance	268,436.18

ACCOUNT NUMBER	ACCOUNT NAME	RCPT DATE	REFERENCE	CHK/CRD#	OTHER INFO	DEBITS	CREDITS
001-000-1150	IPAIT - GENERAL	53025	IPAIT INTEREST		IPAIT	424.97	.00
001-950-4300	INTERST	53025	IPAIT INTEREST		IPAIT	.00	424.97
125-000-1150	IPAIT	53025	IPAIT INTEREST		IPAIT	320.39	.00
125-950-4300	INTEREST	53025	IPAIT INTEREST		IPAIT	.00	320.39
001-000-1150	IPAIT - GENERAL	53025	IPAIT INTEREST		IPAIT	63.62	.00
001-950-4300	INTERST	53025	IPAIT INTEREST		IPAIT	.00	63.62
610-000-1150	IPAIT	53025	IPAIT INTEREST		IPAIT	115.68	.00
610-950-4300	INTEREST	53025	IPAIT INTEREST		IPAIT	.00	115.68
TOTALS						924.66	924.66
BANK 3 TOTAL INTEREST PAYMENT						924.66	

ACCOUNT NUMBER	ACCOUNT TITLE	DEBITS	CREDITS	NET
001-000-1150	IPAIT - GENERAL	488.59	.00	488.59
001-950-4300	INTERST	.00	488.59	488.59-
125-000-1150	IPAIT	320.39	.00	320.39
125-950-4300	INTEREST	.00	320.39	320.39-
610-000-1150	IPAIT	115.68	.00	115.68
610-950-4300	INTEREST	.00	115.68	115.68-
TRANSACTION TOTALS		924.66	924.66	.00
FUND	NAME	DEBITS	CREDITS	
001	GENERAL	488.59	488.59	
125	TIF - GENERAL	320.39	320.39	
610	SEWER	115.68	115.68	
TOTALS		924.66	924.66	



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

5/1/2025 - 5/31/2025

Class	Account	Beginning Balance	Contributions	Interest	Other Withdrawals	Month End Balance
Diversified	39010 - 106 General	\$267,511.52	\$0.00	\$924.66	\$0.00	\$268,436.18
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
		\$267,511.52	\$0.00	\$924.66	\$0.00	\$268,436.18

RESOLUTION #2025-71

“A Resolution Approving Certain Appointments to the City’s Planning & Zoning Commission, Board of Adjustment, Parks & Recreation Board and Library Board”

Whereas, certain terms are set to expire on June 30, 2025 for various Boards and Commissions for the City of Van Meter; and

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

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

- **Planning & Zoning (2 terms expiring on June 30, 2025)**
 - Garret Hulse – Term Expires June 30, 2030 (reappointment)
 - Andrew Cerven – Term Expires June 30, 2030 (new)
- **Board of Adjustment (1 term expiring on June 30, 2025)**
 - Dennis Carter – Term Expires June 30, 2025 (reappointment)
- **Parks & Recreation Board (1 term expiring on June 30, 2025 & 1 vacancy)**
 - Janice Miller – Term Expires June 30, 2025 (reappointment)
 - Nate Weitzl – Term Expires June 30, 2025 (new)
- **Library Board (2 terms expiring on June 30, 2025)**
 - Shannon Miller – Term Expires on June 30, 2029 (reappointment)
 - **VACANCY**

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

Passed and approved this 9th day of June, 2025

Joe Herman, Mayor

ATTEST:

Jessica Drake, City Clerk

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

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

Date Wed 6/4/2025 2:42 PM

To Jess Drake <jdrake@vanmeteria.gov>

Name	Garret Hulse
Please select the Board or Commission of Interest:	Planning & Zoning Commission (5 Year Term - Residency Required)
Phone	5159881218
Email	garrethulse@yahoo.com
Address	2737 Richland Cir
Length of Time Living in Van Meter	18 years
Occupation	CEO, Earlham Savings Bank
List Any Other Boards/Commissions You Are Currently Serving On	None
Describe why you are interested in serving on a City Board or Commission:	I have been proud to be on the commission for several years and hope I can continue.
Describe any qualifying knowledge, skill or experience that you possess relating to the Board or Commission of interest:	Experience in land development and strategic planning.

Entry (ID 486)

Show empty fields

Name Andrew Cerven**Please select the Board or Commission of Interest:** Planning & Zoning Commission (5 Year Term - Residency Required)**Phone** 712-621-8294**Email** ajcerven@gmail.com**Address** 5135 Bulldog Ave Van Meter Iowa 50261**Length of Time Living in Van Meter** 4 Years**Occupation** Project Manager for MidAmerican Energy**List Any Other Boards/Commissions You Are Currently Serving On** None.**Describe why you are interested in serving on a City Board or Commission:** I'm interested in giving back to my community and making a difference in the lives of Van Meter. I feel that this is an opportunity to grow personally and bring skills that I've gained in my professional life to improve our community.**Describe any qualifying knowledge, skill or experience that you possess relating to the Board or Commission of interest:** I have been in the project development and operations space for many years at MidAmerican where we took ideas and delivered on goals while creating a balanced outcome with need, risk and public opinion. In addition to that, I worked in the strategic planning side of the business where we look 10 years ahead to plan for the future and steer the company and I view Planning and Zoning as setting our future up for the next 10-30 years through making the right choices even if they are hard choices.

Please provide any additional comments or relevant information:

I'm very interested in joining the board to give back to the community and help us plan for the long term as my family looks to build our long-term future right here.

Comments/Notes

Entry Details

 Submitted: **May 30, 2025 at 1:58 am**


 Entry ID: **486**

 Entry Key: **enaji**

User Information

 IP Address: **169.254.129.1**

 Browser/OS: **Google Chrome 136.0.0.0 / Windows**

 Referrer: <https://www.vanmeteria.gov/city-of-van-meter-board-or-commission-application/>

Made with by the Formidable Team

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

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

Date Thu 6/5/2025 5:06 PM

To Jess Drake <jdrake@vanmeteria.gov>

Name	Dennis Carter
Please select the Board or Commission of Interest:	Board of Adjustment (5 Year Term - Residency Required)
Phone	714-747-9160
Email	dennisocarter@gmail.com
Address	202 Ellis Street
Length of Time Living in Van Meter	A long time
Occupation	Construction
List Any Other Boards/Commissions You Are Currently Serving On	Board of Adjustment
Describe why you are interested in serving on a City Board or Commission:	Currently serving
Describe any qualifying knowledge, skill or experience that you possess relating to the Board or Commission of interest:	Currently serving
Please provide any additional comments or relevant information:	NA

Entry (ID 490)

Show empty fields

Name

Janice Miller

Please select the Board or Commission of Interest:

Parks & Rec (5 Year Term - No More Than 3 May Live Outside of City Limits)

Phone

(515) 991-2109

Email

wjmillier@q.com

Address

214 Meyer Ct.

Length of Time Living in Van Meter

31 Yrs

Occupation

Retired

List Any Other Boards/Commissions You Are Currently Serving On

Park & Rec

Describe why you are interested in serving on a City Board or Commission:

Want to help & be involved with the continued growth of our Park & Rec activities, events & facilities in our community.

Describe any qualifying knowledge, skill or experience that you possess relating to the Board or Commission of interest:

Willingness to show up, work, help & be involved.

Comments/Notes

Entry Details

 Submitted: **May 30, 2025 at 9:37 pm**

 Entry ID: **490**

 Entry Key: **1os84**

User Information

 IP Address: **169.254.130.1**

 Browser/OS: **Google Chrome 136.0.0.0 / Windows**

 Referrer: <https://www.vanmeteria.gov/city-of-van-meter-board-or-commission-application/>

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Entry (ID 492)

Show empty fields

Name

Nate Weitzl

Please select the Board or Commission of Interest:

Parks & Rec (5 Year Term - No More Than 3 May Live Outside of City Limits)

Phone

7128305372

Email

nate.weitzl@bolton-menk.com

Address

2569 140th Street

Length of Time Living in Van Meter

8 years

Occupation

Landscape Architect

List Any Other Boards/Commissions You Are Currently Serving On

N/A

Describe why you are interested in serving on a City Board or Commission:

I bring a history of experience in the design field, and I think I could be useful to the board in that capacity. Assisting with review of development plans as they pertain to parks uses. Helping to guide improvements to the park system. I would be less useful with events or event planning, but at the same time, I love working as part of a team.

Describe any qualifying knowledge, skill or experience that you possess relating to the Board or Commission of interest:

See above. 15 years practicing as a landscape architect, including countless park improvement projects and master plans across the states of Iowa and Minnesota.

Please provide any additional comments or relevant information:

I love Van Meter. My kids use the park system regularly.

Comments/Notes

Entry Details

 Submitted: **Jun 3, 2025 at 4:22 pm**

 Entry ID: **492**

 Entry Key: **gj2sg**

 reCAPTCHA Score: **0.9**

User Information

 IP Address: **169.254.130.1**

 Browser/OS: **Google Chrome 136.0.0.0 / Windows**

 Referrer: <https://www.vanmeteria.gov/city-of-van-meter-board-or-commission-application/>

Made with by the Formidable Team
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Entry (ID 491)

Show empty fields

Name

Shannon Miller

Please select the Board or Commission of Interest:

Library Board (4 Year Term - No More Than 2 May Live Outside Of City Limits)

Phone

515-494-3460

Email

shannonmcclintockmiller@gmail.com

Address

872 South Balsam Street in West Des Moines, IA 50266

Length of Time Living in Van Meter

25 years in the community

Occupation

District Teacher Librarian at Van Meter Community School/National Library Speaker, Author, Consultant

List Any Other Boards/Commissions You Are Currently Serving On

Currently on the Library Board

Describe why you are interested in serving on a City Board or Commission:

I have a great interest in continuing to serve on the Library Board for a few reasons. The first is that I love being part of this board because it makes a difference in our Van Meter Library and community. Second, being the Van Meter Community School District Librarian makes this the perfect way to collaborate to strengthen our programs and support our students and families in so many special and unique ways. And third, I want to help with the growth that is happening within our town and library, and be there to add my expertise and support in the growth of our library too.

Describe any qualifying knowledge, skill or experience that you possess relating to the

I am the district teacher librarian at Van Meter Community School. I hold a master's degree in library science. I have been a librarian for almost 20 years.

I also am the leader of the national program, Future Ready

Board or Commission of interest:

Librarians. I am a speaker and consultant. I am also an author of children's books and professional books.

I work with school libraries and public libraries all around the world so I can bring my expertise and perspective to Van Meter Public Library in so many different ways.

Please provide any additional comments or relevant information:

I love being part of the Van Meter Public Library board and can't wait to continue to help in our growth, engagement, and collaboration with the school and community.

Feel free to reach out with any questions. Thank you,
Shannon McClintock Miller

Comments/Notes

Entry Details

 Submitted: **Jun 2, 2025 at 4:18 am**

 Entry ID: **491**

 Entry Key: **gxlw2**

User Information

 IP Address: **169.254.130.1**

 Browser/OS: **Google Chrome 135.0.0.0 / OS X**

 Referrer: <https://www.vanmeteria.gov/city-of-van-meter-board-or-commission-application/>

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RESOLUTION #2025-72

“A Resolution to Set Employee Wages for FY26 Effective July 1, 2025”

Whereas, the City Council has approved the FY26 Budget; and

Whereas, the City Administrator has worked with Department Heads to determine that Cost of Living pay increases shall be effective July 1, 2025; and

Whereas, the Cost of Living adjustment is 2.5% as determined by the Social Security Administrator; and

Whereas, the Library Board has approved pay increases greater than the COLA adjustment; and

Whereas, the City Administrator attests that Public Works Laborer Shane Luvaas has completed his Grade 1 Water Treatment and Water Distribution certifications through the Iowa Department of Natural Resources and is eligible for a 2.5% increase in hourly wages effective June 9, 2025; and

Whereas, the City Administrator recommends setting employee pay as presented below; now

Therefore, be it resolved; that the Van Meter City Council hereby sets employee wages as listed below for FY26 effective July 1, 2025 with the exception of the hourly increase due to certification for Shane Luvaas which shall be effective June 9, 2025:

EMPLOYEE	Title	HOURLY RATE (FY25)	HOURLY RATE (FY25) INCREASE DUE TO CERTIFICATION	HOURLY RATE (FY25) EFFECTIVE 6/9/2025	ANNUAL SALARY EFF FY25	COLA	HOURLY RATE INCREASE - (NON-COLA)	HOURLY RATE (FY26) JULY 1, 2025	ANNUAL SALARY EFF FY26
Liz Faust	City Administrator				\$ 118,754.75	\$2,968.87			\$ 121,723.62
Jess Drake	City Clerk				\$ 74,987.00	\$1,874.68			\$ 76,861.68
Larain Climer	Deputy City Clerk	\$ 22.50				\$ 0.56		\$ 23.06	
Drew McCombs	PW Director				\$ 86,237.15	\$2,155.93			\$ 88,393.08
Shane Luvaas	PW Laborer	\$ 26.97	\$ 0.67	\$ 27.64		\$ 0.69		\$ 28.34	
Spencer Leonard	PW Laborer	\$ 24.04				\$ 0.60		\$ 24.64	
Tim Costlow	PW Laborer	\$ 15.00				\$ 0.38		\$ 15.38	
Mike Brown	Police Chief	\$ 38.46				\$ 0.96		\$ 39.42	
Andrew Cooper	Police Officer	\$ 30.00				\$ 0.75		\$ 30.75	
Adin Delic	Police Officer	\$ 29.00				\$ 0.73		\$ 29.73	
Mark Schnitt	Fire Chief	\$ 29.67				\$ 0.74		\$ 30.41	
Sam Chia	PR Director	\$ 24.50				\$ 0.61		\$ 25.11	
Jonatha Basye	Library Director	\$ 25.00					\$ 4.21		\$ 60,760.00
Joan Von Ruden	Library Staff	\$ 19.09					\$ 2.71	\$ 21.80	
Emma Backstrom	Library Staff	\$ 12.50					\$ 1.00	\$ 13.50	

Passed and approved this 9th day of June, 2025

Joe Herman, Mayor

ATTEST:

Jessica Drake, City Clerk

Resolution #2025-73

“A Resolution Approving a Class C Retail Alcohol License Amendment – VRC FY25 Renewal”

Whereas, the Veterans Reception Center (VRC) submitted an amendment to their Class C Retail Alcohol License for FY25 on May 20, 2025; and

Whereas, the application is amending the leadership/ownership listing for the VRC;
and

Whereas, the City Clerk has reviewed the application and certifies that the application is complete; and

Whereas, the applicant passed the background check completed by the Van Meter Police Department; and

Whereas, City Staff recommends approval of the Class C Retail Alcohol License Amendment for the Veterans Reception Center; now

Therefore, be it resolved by the Van Meter City Council that the application submitted by Veterans Reception Center to amend their Class C Retail Alcohol License is approved and that the Van Meter City Council directs the City Clerk to complete the Local Authority Review process through the Iowa Alcoholic Beverage Division of the Iowa Department of Revenue.

Passed and approved this 9th day of June, 2025

Joe Herman, Mayor

ATTEST:

Jessica Drake, City Clerk



State of Iowa

Alcoholic Beverages Division

This application is only amending the ownership listed in the original 7/1/24 application - removing Gary Sacker & Terry Van De Kamp.

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
VAN METER POST NO. 403 OF THE IOWA DEPARTMENT, THE AMERICAN LEGION	Veteran's Reception Center	(515) 996-9166		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
910 Main Street		Van Meter	Dallas	50261
MAILING ADDRESS	CITY	STATE	ZIP	
PO Box 81	Van Meter	Iowa	50261	

Contact Person

NAME	PHONE	EMAIL
Randy Hartley	(515) 468-3346	randy.hartley@outlook.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
LC0040126	Class C Retail Alcohol License	12 Month	Submitted to Local Authority

TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS
July 1, 2024	June 30, 2025	

SUB-PERMITS
Class C Retail Alcohol License



State of Iowa

Alcoholic Beverages Division

PRIVILEGES

Outdoor Service

Status of Business

BUSINESS TYPE

Corporation

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Randy Hartley	Adel	Iowa	50003	Treasure	0.00	Yes
Vincent Junker	Waukee	Iowa	50263	Commander	0.00	Yes
Brad Dostal	Adel	Iowa	50003	Adjutant	0.00	Yes

Insurance Company Information

INSURANCE COMPANY

West Bend Insurance Company

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE DATE

OUTDOOR SERVICE EXPIRATION DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE DATE

TEMP TRANSFER EXPIRATION DATE

Resolution #2025-74

“A Resolution Approving a Class C Retail Alcohol License Renewal – VRC FY26”

Whereas, the Veterans Reception Center (VRC) submitted an application of renewal for their Class C Retail Alcohol License for FY26; and

Whereas, the City Clerk has reviewed the application and certifies that the application is complete; and

Whereas, the applicant passed the background check completed by the Van Meter Police Department; and

Whereas, City Staff recommends approval of the Class C Retail Alcohol License Renewal for FY26 for the Veterans Reception Center; now

Therefore, be it resolved by the Van Meter City Council that the application submitted by Veterans Reception Center to renew their Class C Retail Alcohol License for FY26 is approved and that the Van Meter City Council directs the City Clerk to complete the Local Authority Review process through the Iowa Alcoholic Beverage Division of the Iowa Department of Revenue.

Passed and approved this 9th day of June, 2025

Joe Herman, Mayor

ATTEST:

Jessica Drake, City Clerk



State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
VAN METER POST NO. 403 OF THE IOWA DEPARTMENT, THE AMERICAN LEGION	Veteran's Reception Center	(515) 996-9166		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
910 Main Street		Van Meter	Dallas	50261
MAILING ADDRESS	CITY	STATE	ZIP	
PO Box 81	Van Meter	Iowa	50261	

Contact Person

NAME	PHONE	EMAIL
Randy Hartley	(515) 468-3346	randy.hartley@outlook.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
LC0040126	Class C Retail Alcohol License	12 Month	Submitted to Local Authority

EFFECTIVE DATE	EXPIRATION DATE	LAST DAY OF BUSINESS
July 1, 2025	June 30, 2026	

SUB-PERMITS
Class C Retail Alcohol License



State of Iowa

Alcoholic Beverages Division

PRIVILEGES

Outdoor Service

Status of Business

BUSINESS TYPE

Corporation

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Randy Hartley	Adel	Iowa	50003	Vice Commander	0.00	Yes
Vincent Junker	Waukee	Iowa	50263	Commander	0.00	Yes
Brad Dostal	Adel	Iowa	50003	Adjutant	0.00	Yes
Terry VanDe Kamp	Van Meter	Iowa	50261	Treasurer	0.00	Yes
Gary Sacker	Van Meter	Iowa	50261	Bar Manager	0.00	Yes

Insurance Company Information



State of Iowa

Alcoholic Beverages Division

INSURANCE COMPANY

West Bend Insurance Company

POLICY EFFECTIVE DATE

July 1, 2025

POLICY EXPIRATION DATE

July 1, 2026

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE
DATE

OUTDOOR SERVICE EXPIRATION
DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE
DATE

TEMP TRANSFER EXPIRATION
DATE

Resolution #2025-75

“A Resolution to Approve an Engagement Letter with PFM Financial Services, LLC”

Whereas, the City Clerk and City Administrator requested that PFM provide an updated engagement letter to reflect a broader scope of services to enable PFM to assist in modeling for economic development activities and rate recommendations in addition to the financial services currently provided; and

Whereas; Staff has reviewed the proposed engagement letter with PFM ; and

Whereas, the City Administrator recommends approval of the Engagement Letter; now

Therefore, be it resolved by the Van Meter City Council that the Engagement Letter with PFM Financial Services, LLC 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 9th day of June, 2025

Joe Herman, Mayor

ATTEST:

Jessica Drake, City Clerk



June 9, 2025

Elizabeth Faust
City Administrator
City of Van Meter
310 Mill Street
PO Box 160
Van Meter, Iowa 50261

Dear Mrs. Faust,

The purpose of this letter (this "Engagement Letter") is to confirm our agreement that PFM Financial Advisors LLC ("PFM") will act as financial advisor the City of Van Meter , Iowa (the "Client") in connection with the issuance of future debt obligations including but not limited to General Obligation Bonds, Revenue Bonds and SRF Loans. In addition, PFM will provide, upon request of the Client, additional long-term financial and capital planning, budget and strategic advice and planning, credit strategy, policy development, financial modeling, urban renewal TIF planning and certification, valuation projection and other debt issuance development services, as applicable and set forth in Exhibit A to this Engagement Letter. Most tasks requested by Client will not require all services provided for in Exhibit A and as such the specific scope of services for such task shall be limited to just those services required to complete the task. This Engagement Letter will supersede the Client's prior agreement, dated April 9, 2018.

PFM is a registered municipal advisor with the Securities and Exchange Commission (the "SEC") and the Municipal Securities Rulemaking Board (the "MSRB"), pursuant to the Securities Exchange Act of 1934 Rule 15Ba1-2. As of the date of this letter, Client has **not** designated PFM as its independent registered municipal advisor ("IRMA") for purposes of SEC Rule 15Ba1-1(d)(3)(vi) (the "IRMA exemption."). Client agrees not to represent that PFM is Client's IRMA with respect to any aspect of a municipal securities issuance or municipal financial product, without PFM's prior written consent.

MSRB Rules require that municipal advisors make written disclosures to their clients of all material conflicts of interest, certain legal or disciplinary events and certain regulatory requirements. Such disclosures are provided in PFM's Disclosure Statement delivered to Client prior to or together with this Engagement Letter.

PFM's services will commence as soon as practicable after the receipt of this Engagement Letter by Client and a request by Client for such service. Any material changes in or additions to the scope of services described in Exhibit A shall be promptly reflected in a written supplement or amendment to this Engagement Letter. Services provided by PFM which are not included in the scope of services set forth in Exhibit A of this Engagement Letter shall be completed as agreed in writing in advance between the Client and PFM. Upon request of Client, an affiliate of PFM or a third party referred or otherwise introduced by PFM may agree to additional services to be provided by such affiliate or third party, by a separate writing, including separate scope and compensation, between Client and such affiliate or third party.

For the services described in Exhibit A, PFM's professional fees will be paid as provided in Exhibit B. All fees shall be due to PFM within thirty (30) days of the date of invoice. In addition to fees for services, PFM will be reimbursed for necessary, reasonable, and documented out-of-pocket expenses incurred, including travel, meals, lodging, telephone, mail, and other ordinary cost and any actual extraordinary cost for graphics, printing, data processing and computer time which are incurred by PFM. Upon request of Client, documentation of such expenses will be provided.



This Engagement Letter shall remain in effect until all related activities associated with this transaction are complete unless canceled in writing by either party upon thirty (30) days written notice to the other party. Upon any such termination, PFM will be paid for all services performed and costs and expenses incurred up to the termination date.

PFM shall not assign any interest in this Engagement Letter or subcontract any of the work performed under this Engagement Letter without the prior written consent of Client; provided that PFM retains the right to enter into a sale, merger, internal reorganization, or similar transaction involving PFM's business without any such consent.

All information, data, reports, and records ("Data") in the possession of Client or any third party necessary for carrying out any services to be performed under this Engagement Letter shall be furnished to PFM. PFM may rely on the Data in connection with its provision of the services under this Engagement Letter and the provider thereof shall remain solely responsible for the adequacy, accuracy and completeness of such Data.

All notices given under this Engagement Letter will be in writing, sent by email or registered United States mail, with return receipt requested, addressed to the party for whom it is intended, at the addresses on the first page of this Engagement Letter.

All materials, except functioning or dynamic financial models, prepared by PFM pursuant exclusively to this Engagement Letter will be the property of Client. Subject to the preceding exception, upon termination of this Engagement Letter, PFM will deliver to Client copies of any and all material pertaining to this Engagement Letter.

The Des Moines office of PFM will provide the services set forth in this Engagement Letter. PFM may, from time to time, supplement or otherwise amend team members. The Client has the right to request, for any reason, PFM to replace any member of the advisory staff. Should Client make such a request, PFM will promptly suggest a substitute for approval by Client.

PFM will maintain insurance coverage with policy limits not less than as stated in Exhibit C. Except to the extent caused by willful misconduct, bad faith, gross negligence or reckless disregard of obligations or duties under this Engagement Letter, PFM shall have no liability to any party under this Engagement Letter.

PFM, its employees, officers and representatives at all times will be independent contractors and will not be deemed to be employees, agents, partners, servants and/or joint ventures of Client by virtue of this Engagement Letter or any actions or services rendered under this Engagement Letter. Nothing in this Engagement Letter is intended or shall be construed to give any person, other than the parties hereto, their successors and permitted assigns, any legal or equitable rights, remedy or claim under or in respect of this Engagement Letter or any provisions contained herein. In no event will PFM be liable for any act or omission of any third party or for any circumstances beyond PFM's reasonable control including, but not limited to, fire, flood, or other natural disaster, war, riot, strike, act of terrorism, act of civil or military authority, software and/or equipment failure, computer virus, or failure or interruption of electrical, telecommunications or other utility services.

This Engagement Letter shall be construed, enforced, and administered according to the laws of the State of Iowa. PFM and the Client agree that, should a disagreement arise as to the terms or enforcement of any provision of this Engagement Letter, each party will in good faith attempt to resolve said disagreement prior to pursuing other action.



This Engagement Letter represents the scope of services described in Exhibit A between Client and PFM and may not be amended or modified except in writing signed by both parties. For the sake of clarity, any separate agreement between Client and an affiliate of PFM or a third party referred or introduced by PFM shall not in any way be deemed an amendment or modification of this Engagement Letter. The invalidity in whole or in part of any provision of this Engagement Letter shall not void or affect the validity of any other provision.

Please have an authorized official of Client acknowledge receipt of this Engagement Letter and respond to us to acknowledge the terms of this engagement.

Sincerely,

PFM FINANCIAL ADVISORS LLC

Susanne Gerlach
Managing Director

Matthew Stoffel
Director



EXHIBIT A **SCOPE OF SERVICES**

DEBT TRANSACTIONS

Financial planning and debt issue development services (Includes short term financings, bonds, loans, letters of credit and line of credit). Upon the request of Client:

- Analyze financial and economic factors to determine if the issuance of bonds is appropriate.
- Develop a financing plan in concert with Client's staff which would include recommendations as to the timing and number of series of bonds to be issued.
- Assist Client by recommending the best method of sale, either as a negotiated sale, private placement or a public sale. In a public sale, make recommendation as to the determination of the best bid. In the event of a negotiated sale, assist in the solicitation, review and evaluation of any investment banking proposals, and provide advice and information necessary to aid in such selection.
- Advise as to the various financing alternatives available to Client.
- Develop alternatives related to debt transaction including evaluation of revenues available, maturity schedule and cashflow requirements, if necessary.
- If appropriate, develop credit rating presentation and coordinate with Client the overall presentation to rating agencies.
- Assist Client in the procurement of other services relating to debt issuance such as printing, paying agent and registrar, etc.
- Identify key bond covenant features and advise as to the financial consequences of provisions to be included in bond resolutions regarding security, creation of reserve funds, flow of funds, redemption provisions, additional parity debt tests, etc.; review and comment on successive drafts of bond resolutions.
- PFM will complete a parity certificate, if required, by the authorizing resolutions of outstanding parity debt.
- Review the terms, conditions and structure of any proposed debt offering undertaken by Client and provide suggestions, modifications and enhancements where appropriate and necessary to reflect the constraints or current financial policy and fiscal capability.
- Coordinate with Client's staff and other advisors with respect to the furnishing of data for offering documents. PFM will assist Client in the preparation of the offering document, it being specifically understood that PFM is not responsible for the inclusion or omission of any material in published offering documents and that the ultimate responsibility remains with Client.
- Provide regular updates of bond market conditions and advise Client as to the most advantageous timing for issuing its debt.
- Advise Client on the condition of the bond market at the time of sale, including volume, timing considerations, competing offerings, and general economic considerations.
- Assist and advise Client in negotiations with investment banking groups regarding fees, pricing of the bonds and final terms of any security offering, and make definitive recommendations regarding a proposed offering to obtain the most favorable financial terms based on existing market conditions.
- Arrange for the closing of the transaction.

Preparation and delivery of bond financing record to Client



ANNUAL RETAINER SERVICES

PFM shall provide, upon request of Client, municipal advisory services related to the financial planning and development of planning models, examples of which, not intended to be exclusive, are set forth as follows:

- Review of Client's audited financial statements.
- Review current and projected financial status and capacity of Client.
- Identification and determination of Client's existing taxable valuation.
- Review current debt structure, identifying strengths and weaknesses of structure so that future debt issues can be designed to optimize ability to finance future capital needs.
 - This will include, but is not limited to, reviewing existing debt for the possibility of refunding that debt to provide Client with savings.
- Review capital improvement plan and review funding sources for the capital projects.
- Development and preparation of several financial and capital planning models:
 - Debt Service Tax Analysis planning models
 - General Obligation Debt Capacity planning models
 - Valuation projection model
 - Full Valuation and Taxable Valuation Analysis model
 - Individual Tax Increment Urban Renewal Plan cashflow models
 - Composite Tax Increment Urban Renewal Plan cashflow model (where applicable)
 - Sewer Enterprise Fund financial and capital planning model
 - Water Enterprise Fund financial and capital planning model
 - Storm Water Enterprise Fund financial and capital planning model
 - Solid Waste Enterprise Fund financial and capital planning model
 - Road Use Fund financial and capital planning model
 - Local Option Sales Tax (LOST) Fund financial and capital planning model
 - Sales Tax Increment Fund financial and capital planning model
 - Capital funding analysis (including the review of the existing capital improvement fund)
- TIF related services:
 - Assist Client with annual TIF certification.
 - Provide payment estimates for developer rebate agreements
 - Provide advice on proposed development agreements
 - Other TIF advice and services as requested by the Client.
- Property Tax Projection Services:
 - Review Client's historical 100% assessed valuation and taxable valuations.
 - Identification and determination of Client's existing taxable valuation components including urban renewal areas.
 - Review Client's historical property tax levies.
 - Development and preparation of several financial and capital planning models:
 - 100% Assessed Valuation and Taxable Valuation Analysis model incorporating January 1, 2024 Scott County preliminary 100% assessed valuations for Fiscal Year 2025-26
 - Tax Rate Impact Analysis



- Develop financial options analyses (using financial and capital planning models listed above):
 - Identify and analyze funding alternatives
 - Develop scenarios
 - Analyze and compare to objectives/constraints
 - Evaluation of alternative funding and financing approaches
 - Sensitivity analysis
- Develop preliminary financial plan objectives:
 - Review and revise with staff
 - Presentation and review with City Council
 - Assist with financial plan review and approval (as appropriate)
- Attend meetings with Client's staff, consultants and other professionals.
- Develop financial options analyses (using financial and capital planning models listed above):
 - Analysis of the existing financial arrangements
 - Analyze debt capacity
 - Identify and analyze financing alternatives and debt structuring options
 - Develop scenarios
 - Analyze and compare to objectives/constraints
 - Evaluation of alternative security structures
 - Evaluation of alternative funding and financing approaches
 - Sensitivity analysis
- Assist Client with the development of Client's financial plan by assessing capital needs, identifying potential revenue sources, analyze financing alternatives such as pay-as-you-go, lease/purchasing, short-term vs. long-term financings, assessments, user fees, impact fees, developer contributions, public/private projects, and grants and provide analysis of each alternative as required as to the budgetary and financial impact.
- Provide advice on ongoing credit strategy.
- Provide advice on financial policy development.
- Develop preliminary financial plan objectives:
 - Review and revise with staff
 - Presentation and review with City Council
 - Assist with financial plan review and approval (as appropriate)
- Attend meetings with Client's staff, consultants and other professionals.
- Assist Client in preparing financial presentations for public hearings and/or referendums



EXHIBIT B
COMPENSATION FOR SERVICES

1. Fixed Transaction Fees

For financial planning and debt issue development services related to the issuance of General Obligation Bonds and other debt as listed below, PFM will be paid a one-time fee based on the type of debt issue and the par amount of each bond series as listed in the table below. Transaction fees are payable upon closing.

Type of Bonds	Issue Size ¹⁾	Fee ²⁾
G.O. Bonds	Less than \$1.0 Million	\$5,150
G.O. Bonds	\$1.0 to \$4.99 Million	\$15,450
G.O. Bonds	\$5.0 to \$9.99 Million	\$18,025
G.O. Bonds	\$10.0 to \$14.9 Million	\$20,600
G.O. Bonds	\$15.0 to \$19.9 Million	\$23,175
G.O. Bonds	\$20.0 to \$29.9 Million	\$28,325
G.O. Bonds	\$30 to \$39.9 Million	\$36,050
G.O. Bonds	\$40 Million and Over	\$43,775 + \$.62 per \$1,000
G.O. Refunding Bonds	Same as G.O. Bonds	Same as G.O. Bonds
TIF Revenue Bonds	Same as G.O. Bonds	Same as G.O. Bonds
Revenue Bonds	Same as G.O. Bonds	125% of G.O. Bond Fee
Revenue Refunding Bonds	Same as G.O. Bonds	125% of G.O. Bond Fee
SRF Loans	Same as G.O. Bonds	100% of Revenue Bond Fee

1) Amount of issue based on final issue price (i.e. gross production).

2) Fees schedule valid through June 30, 2026 with 3.00% annual inflation adjustments effective July 1, 2026.



2. Annual Retainer Fee

For financial planning services, development of planning models, and other services provided as requested by the Client, PFM will be paid a flat fee of \$14,500 annually ¹⁾ (the "Retainer"), inclusive of all projects detailed below. The annual retainer shall be billed no later than June 30 at the end of the fiscal year based on the actual projects completed on the engagement through that date, and shall be payable upon invoice. The Retainer assumes the scope of services outlined in Exhibit A can be completed within 120 hours during the fiscal year.

Should the Client not request all projects to be completed during the fiscal year, the Client shall be invoiced for projects completed during the fiscal year based on the following schedule:

<u>Planning Model</u>	<u>Not to Exceed</u>
Debt Levy/G.O. Capacity/CIP Financing Plan	\$5,000
HF 718 / SF 2442 Planning Services	\$5,000
Valuation Analysis	\$5,000
TIF Cashflows & Developer Rebates	\$5,000
Local Option Sales Tax Cashflow	\$2,000
Water Enterprise	\$2,500
Sewer Enterprise	\$2,500
Stormwater Enterprise	\$2,500
Road Use Enterprise	\$2,000
Solid Waste Enterprise	\$2,000
Multi-Year Updates for All Projects	\$1,000 per fiscal year

For the development and drafting of a new planning model, PFM shall receive a one-time implementation fee in the amount of \$2,000-\$5,000 depending upon the hours required ("Implementation Fee"), as agreed upon by the Client, payable upon invoice.

- 1) Fees schedule valid through June 30, 2026 with 3.00% annual inflation adjustments effective July 1, 2026.

3. Hourly Project Fees

In the event Client requests that PFM perform significant special projects that are outside of the Scope of Service included herein, PFM will be negotiated fees in advance of the project. Fees will be generally based upon the hourly rates included in the table below for the indicated levels of experience or their equivalents.

In addition, in the event a financing is started, but cancelled at the Client's request, PFM will work with City staff to determine an appropriate fee based on the actual hours spent on the transaction. Accrued time will be billed as follows:

<u>Experience Level</u>	<u>Hourly Rate</u>
Managing Director	\$350.00
Director	\$300.00
Senior Managing Consultant	\$250.00
Senior Analyst	\$200.00
Analyst	\$175.00
Municipal Bond Assistant	\$125.00

4. Reimbursable Expenses

In addition to fees for services, PFM will be reimbursed for necessary, reasonable, and documented out-of-pocket expenses incurred, including travel, meals, lodging, printing, telephone, postage, internet posting and other ordinary costs which are incurred by PFM. Appropriate documentation can be provided.



EXHIBIT C **INSURANCE STATEMENT**

PFM has a complete insurance program, including property, casualty, general liability, automobile liability and workers compensation. PFM maintains professional liability and fidelity bond coverages which total \$5 million and \$5 million single loss/ \$10 million aggregate, respectively. PFM also carries a \$5 million cyber liability policy.

Our Professional Liability policy is a "claims made" policy and our General Liability policy claims would be made by occurrence.

1. Deductibles/SIR:

Automobile \$100 comprehensive & \$1,000 collision
Cyber Liability \$100,000
General Liability \$0
Professional Liability (E&O) \$200,000
Financial Institution Bond \$50,000

2. Insurance Company & AM Best Rating

Professional Liability (E&O)	Lloyds of London; (A; Stable)
	AXIS Surplus Insurance Company; (A; Stable)
Financial Institution Bond	Berkley Regional Insurance Company; (A+; Stable)
Cyber Liability	Greenwich Insurance Company (A+; Stable)
General Liability	Valley Forge Insurance Company; (A; Stable)
Automobile Liability	Continental Insurance Company; (A; Stable)
Excess/Umbrella Liability	Continental Insurance Company; (A; Stable)
Workers Compensation & Employers Liability	Continental Insurance Company; (A; Stable)

Resolution #2025-76

“A Resolution Setting Wages for Volunteer Fire Department Officers – FY26”

Whereas, Fire Chief Mark Schmitt wishes to re-appoint Jeremy Feldman as Assistant Fire Chief of Operations and to set the compensation at \$1200 per year (\$600 every 6 months) effective July 1, 2025; and

Whereas; Fire Chief Mark Schmitt wishes to re-appoint Justin Fyfe as Assistant Fire Chief of Training and to set the compensation at \$1200 per year (\$600 every 6 months) effective July 1, 2025; and

Whereas, Fire Chief Mark Schmitt wishes to appointment Kari Davis as Assistant Fire Chief of EMS and to set the compensation at \$1200 per year (\$600 every 6 months) effective July 1, 2025; and; now

Therefore, be it resolved by the Van Meter City Council that the aforementioned appointments and wage increases are approved and effective July 1, 2025.

Passed and approved this 9th day of June, 2025

Joe Herman, Mayor

ATTEST:

Jessica Drake, City Clerk

Kari Davis - promotion to Asst Fire Chief of EMS

From Mark Schmitt <mschmitt@vanmeteria.gov>

Date Fri 6/6/2025 10:03 AM

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

Liz,

I would like for the council to consider and approve the promotion of Kari Davis from Captain of EMS to Assistant Fire Chief of EMS, Kari has done an incredible job of turning our EMS side of the department from something that was not responding to many of the calls, many members not trained to EMS standards, lack of in house EMS training being completed, to where we are today. In just over her 2 or so years in that Captains position, we have added additional EMS personnel, trained firefighters to EMS levels, started in house EMS training, all in order to increase our responses to medical calls.

We have seen a significant increase in the number of EMS calls that Van Meter now responds to with her help. With her continued leadership in this role, it will help continue to make positive strides on the EMS side of the Fire Department.

At this time, we will be creating an additional role, as our department continues to grow, this offers more opportunities for other members as well to step up into an officer's roll as a Captain and gain that experience to become a chief officer of the department.

Fire Chief - Mark Schmitt

Assistant Fire Chief - Jermey Feldman

Assistant Fire Chief of Training - Justin Fyfe

Assistant Fire Chief of EMS - Kari Davis - waiting approval/promotion

Captain - Darren Capps

Captain - Now an open position that will be filled in the next few months

I am traveling for work on Monday, I hope to be back in time to make the council meeting, if not please have any council members or you reach out to me if they have any questions.

Thank you

Mark Schmitt

Fire Chief

City of Van Meter

505 Grant Street

(P O Box 160)

Van Meter, IA 50261

Cellular (515) 250-3561

Re: Fd Payroll 2nd half 2024

From Mark Schmitt <mschmitt@vanmeteria.gov>

Date Fri 5/16/2025 10:42 AM

To Jess Drake <jdrake@vanmeteria.gov>

That is correct listed below, for Darren as he is a captain he does not provide training like the other 3 do, so we can keep Darren on his paid per call amount.

Thanks

Sent from my iPad

On May 15, 2025, at 3:49 PM, Jess Drake <jdrake@vanmeteria.gov> wrote:

Mark -

We need to put the increase in pay for the fire officers on the June agenda in order for it to take effect for the 7/1 payroll.

Just to confirm -

Justin Fyfe increase from \$400 to \$600 - 2x a year - \$1200 total
Jermy Feldman increase from \$400 to \$600 - 2x a year - \$1200 total
Kari Davis increase from \$325 to \$525 - 2x a year - \$1050 total

I see that you have Darren Capps listed as a Captain on the roster as well. Does he need to paid the same as Kari?

Jess Drake

City of Van Meter | City Clerk

515-996-2644 (o) | 515-478-5047 (c)

jdrake@vanmeteria.gov

From: Jess Drake

Sent: Tuesday, January 7, 2025 1:19 PM

To: Mark Schmitt <mschmitt@vanmeteria.gov>; Elizabeth (Liz) Faust <lfaust@vanmeteria.gov>

Subject: FW: Fd Payroll 2nd half 2024

I can budget for the proposed pay increase but that will need to go to Council for approval with an effective date of 7/1/25. We can put that on the February agenda but can also bring it up in the budget workshop in a few weeks.

Let me know on the pay allocation. Right now all of the per call/per training payroll expenses sit in Fire and they should be allocated with a % to Fire and a % to EMS based on an estimate of calls per service type (Fire or EMS).

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, January 7, 2025 8:41 AM
To: Jess Drake <jdrake@vanmeteria.gov>
Subject: Fd Payroll 2nd half 2024

Jess,

Attached is my spreadsheet along with a report from our reporting software to the State that shows the calls each member has made.

Payroll from the first half of the year to the second half is within a couple hundred dollars, as discussed yesterday morning I will go back over the last 2 years and see what the increase has been in pay. We are not being dispatched to any more calls than in the past couple of years, we do have more people on the department now and many of them make the trainings and we are seeing especially Jarin and Capps responding to more EMS calls the past 6 months as they had received their certification.

I would like to increase the 3 officers pay sometime between now and the next pay period, I would like to add \$200 to each of their salaries, as you can see we have members making more than the officers, or we keep as is their salary and start to pay them for the calls and trainings they make in addition to the salary.

Let me know if you have any questions

Thanks

Mark Schmitt

Fire Chief

City of Van Meter

505 Grant Street

(P O Box 160)

Van Meter, IA 50261

Resolution #2025-77

“A Resolution to Approve a Federal Aid Agreement for a Transportation Alternatives Project – Iowa Department of Transportation”

Whereas, the City of Van Meter has a Master Trails Plan and has received grant funding from CIRTAP; and

Whereas; the grant funding requires a Federal Aid Agreement for a Transportation Alternative Project; and

Whereas, the City Administrator recommends approval of the Federal Aid Agreement; now

Therefore, be it resolved by the Van Meter City Council that the Federal Aid Agreement 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 9th day of June, 2025

Joe Herman, Mayor

ATTEST:

Jessica Drake, City Clerk

**IOWA DEPARTMENT OF TRANSPORTATION
Federal-Aid Agreement for a
Transportation Alternatives Program (TAP) Project**

Subrecipient: **City of Van Meter**

Subrecipient Unique Entity Identifier: **J43HMMDL3B59**

Project Number(s): **TAP-R-7957(606)--8T-25**

Iowa DOT Agreement Number: **25-TAP-123**

This agreement, made as of the date of the last party's signature below, is between city of Van Meter (hereinafter referred to as Subrecipient) and the Iowa Department of Transportation, the federal pass-through entity (hereinafter referred to as the Department). Iowa Code Sections 306A.7 and 307.44 provide for the Subrecipient and the Department to enter into agreements with each other for the purpose of financing transportation improvement projects in Iowa with federal funds. Federal regulations require federal funds to be administered by the Department. The federal-aid highway funds included in this agreement are jointly implemented by the Federal Highway Administration (FHWA) and the Department.

The Subrecipient has received federal funding through the Transportation Alternatives Program (TAP), which is funded by the Transportation Alternatives Set-aside of the Surface Transportation Block Grant Program (TA Set-aside), as codified in Section 133(h) of Title 23, United States Code (U.S.C.), which are hereinafter referred to as TA Set-aside funds. The Catalog of Federal Domestic Assistance (CFDA) number and title for this funding is 20.205 Highway Planning and Construction.

Pursuant to the terms of this agreement, applicable statutes, and administrative rules, the Department agrees to provide the funding named above to the Subrecipient for the authorized and approved costs for eligible items associated with the project.

Under this agreement, the parties further agree as follows:

1. The Subrecipient shall be responsible for carrying out the provisions of this agreement.
2. All notices required under this agreement shall be made in writing to the appropriate contact person. The Department's contact person shall be Troy Schroeder, Local Systems Bureau, 800 Lincoln Way, Ames, Iowa 50010, 515-239-1861. The Subrecipient's contact person shall be Jessica Drake, City Clerk, 310 Mill Street, PO Box 160, Van Meter, IA 50261, 515-996-2644.
3. The Subrecipient shall be responsible for the development and completion of the following described project:

Richland Avenue Trail from 360th Street to approximately 1,300 feet north of Richland Circle.
4. The Subrecipient shall receive reimbursement for costs of authorized and approved eligible project activities under the TAP program from TA Set-aside funds. The portion of the project costs reimbursed with TA Set-aside funds shall be limited to a maximum of either **80 percent** of eligible

costs (other than those reimbursed with other federal funds) or the amount listed (**\$676,748**) in the Central Iowa Regional Transportation Planning Alliance's current Transportation Improvement Program (TIP) and approved in the current Statewide Transportation Improvement Program (STIP), whichever is less. Eligible project activities will be as described in Section 133(h) of Title 23, United States Code (U.S.C.), and determined by the Department to be eligible.

5. Eligible project costs in excess of the amount reimbursed by the Department above will be considered the local contribution and may include cash, non-cash or approved state fund contributions, subject to Department approval. The local contribution must equal a minimum of 20 percent of eligible project costs. The subrecipient shall certify to the Department the value of any non-cash contribution to the project prior to it being incurred and in accordance with the procedures outlined in the applicable Instructional Memorandum to Local Public Agencies (I.M.s). The Department retains the sole authority to determine the eligibility and value of the Subrecipient's non-cash contribution for the purposes of this agreement. If the Subrecipient's total cash and non-cash contribution is determined by the Department to be less than that required by this agreement, the Subrecipient shall increase its cash contribution or the grant amount associated with this project shall be reduced accordingly.
6. The Subrecipient must have let the contract or have construction started within two years of October 1, 2024. If the Subrecipient does not do this, they will be in default for which the Department can revoke funding commitments. The Department may approve extensions of this agreement for periods up to six months upon receipt of a written request from the Subrecipient at least sixty (60) days prior to the deadline.
7. If the Subrecipient fails to perform any obligation under this agreement, the Department shall have the right, after first giving thirty (30) days written notice to the Subrecipient by certified mail return receipt requested, to declare any part or all of this agreement in default. The Subrecipient shall have thirty (30) days from date of mailing of the notice to cure the default. If the Recipient cures the default, the Subrecipient shall notify Department no later than five (5) days after cure or before the end of said thirty (30) day period given to cure the default. The Department may thereafter determine whether the default has, in fact, been cured, or whether the Subrecipient remains in default.
8. This agreement may be declared to be in default by the Department if the Department determines that the Subrecipient's application for funding contained inaccuracies, omissions, errors or misrepresentations; or if the Department determines that the project is not developed as described in the application and according to the requirements of this agreement.
9. In the event a default is not cured the Department may do any of the following: a) revoke funding commitments of funds loaned or granted by this agreement; b) seek repayment of funds loaned or granted by this agreement; or c) revoke funding commitments of funds loaned or granted by this agreement and also seek repayment of funds loaned or granted by this agreement. By signing this agreement the Subrecipient agrees to repay said funding if they are found to be in default. Repayment methods may include cash repayment, installment repayments with negotiable interest rates, or other methods as approved by the Department.

10. The Subrecipient shall comply with Exhibit 1, General Agreement Provisions for use of Federal Highway Funds on Non-primary Highways, which is attached hereto and by this reference is incorporated into this agreement.
11. The Subrecipient shall maintain, or cause to be maintained for the intended public use, the improvement for twenty (20) years from the completion date in a manner acceptable to the Department.
12. This agreement is not assignable without the prior written consent of the Department.
13. If any part of this agreement is found to be void and unenforceable, the remaining provisions of this agreement shall remain in effect.
14. It is the intent of both parties that no third-party beneficiaries be created by this agreement.
15. This agreement and the attached exhibit constitute the entire agreement between the Department and the Subrecipient concerning this project. Representations made before the signing of this agreement are not binding, and neither party has relied upon conflicting representations in entering into this agreement. Any change or alteration to the terms of this agreement shall be made in the form of an addendum to this agreement. The addendum shall become effective only upon written approval of the Department and the Subrecipient.

IN WITNESS WHEREOF, each of the parties hereto has executed this agreement as of the date shown opposite its signature below.

SUBRECIPIENT: City of Van Meter

By: _____ Date _____, _____

Title: _____

CERTIFICATION:

I, _____, certify that I am the Clerk of the city, and that
(Name of City Clerk)

_____, who signed said Agreement for and on behalf of
(Name of Mayor/Signer Above)

the city was duly authorized to execute the same by virtue of a formal resolution duly passed and adopted by the city, on the ____ day of _____, _____.

Signed: _____

City Clerk of Van Meter, Iowa.

IOWA DEPARTMENT OF TRANSPORTATION

Transportation Development Division
800 Lincoln Way, Ames, Iowa 50010
Tel. 515-239-1664

By: _____ Date _____, _____

Debra Arp
Grant Team Leader
Local Systems Bureau

EXHIBIT 1

General Agreement Provisions for use of Federal Highway Funds on Non-primary Projects

Unless otherwise specified in this agreement, the Subrecipient shall be responsible for the following:

1. General Requirements.

- a. The Subrecipient shall take the necessary actions to comply with applicable state and federal laws and regulations. To assist the Subrecipient, the Department has provided guidance in the Federal-aid Project Development Guide (Guide) and the Instructional Memorandums to Local Public Agencies (I.M.s) that are referenced by the Guide. Both are available on-line at: https://iowadot.gov/local_systems/im/lpa-ims. The Subrecipient shall follow the applicable procedures and guidelines contained in the Guide and I.M.s in effect at the time project activities are conducted.
- b. In accordance with Title VI of the Civil Rights Act of 1964 and associated subsequent nondiscrimination laws, regulations, and executive orders, the Subrecipient shall not discriminate against any person on the basis of race, color, national origin, sex, age, or disability. In accordance with Iowa Code Chapter 216, the Subrecipient shall not discriminate against any person on the basis of race, color, creed, age, sex, sexual orientation, gender identity, national origin, religion, pregnancy, or disability. The Subrecipient agrees to comply with the requirements outlined in [I.M. 1.070](#), Title VI and Nondiscrimination Requirements which includes the requirement to provide a copy of the Subrecipient's Title VI Plan or Agreement and Standard DOT Title VI Assurances to the Department.
- c. The Subrecipient shall comply with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973 (Section 504), the associated Code of Federal Regulations (CFR) that implement these laws, and the guidance provided in [I.M. 1.080](#), ADA Requirements. When bicycle and/or pedestrian facilities are constructed, reconstructed, or altered, the Subrecipient shall make such facilities compliant with the ADA and Section 504, which includes following the requirements set forth in Chapter 12A for sidewalks and Chapter 12B for Bicycle Facilities of the Iowa DOT Design Manual.
- d. To the extent allowable by law, the Subrecipient agrees to indemnify, defend, and hold the Department harmless from any claim, action or liability arising out of the design, construction, maintenance, placement of traffic control devices, inspection, or use of this project. This agreement to indemnify, defend, and hold harmless applies to all aspects of the Department's application review and approval process, plan and construction reviews, and funding participation.
- e. As required by 2 CFR 200.501 "Audit Requirements," a non-federal entity expending \$750,000 or more in federal awards in a year shall have a single or program-specific audit conducted for that year in accordance with the provision of that part. Auditee responsibilities are addressed in Subpart F of 2 CFR 200. The federal funds provided by this agreement shall be reported on the appropriate Schedule of Expenditures of Federal Awards (SEFA) using the Catalog of Federal

Domestic Assistance (CFDA) number and title as shown in this agreement. If the Subrecipient will pay initial project costs and request reimbursement from the Department, the Subrecipient shall report this project on its SEFA. If the Department will pay initial project costs and then credit those accounts from which initial costs were paid, the Department will report this project on its SEFA. In this case, the Subrecipient shall not report this project on its SEFA.

- f. The Subrecipient shall supply the Department with all information required by the Federal Funding Accountability and Transparency Act of 2006 and 2 CFR Part 170.
- g. The Subrecipient shall comply with the following Disadvantaged Business Enterprise (DBE) requirements:
 - i. The Subrecipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any Department-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Subrecipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of Department-assisted contracts.
 - ii. The Subrecipient shall comply with the requirements of [I.M. 5.010](#), DBE Guidelines.
 - iii. The Department's DBE program, as required by 49 CFR Part 26 and as approved by the Federal Highway Administration (FHWA), is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Subrecipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).
- h. Termination of funds. Notwithstanding anything in this agreement to the contrary, and subject to the limitations set forth below, the Department shall have the right to terminate this agreement without penalty and without any advance notice as a result of any of the following: 1) The federal government, legislature or governor fail in the sole opinion of the Department to appropriate funds sufficient to allow the Department to either meet its obligations under this agreement or to operate as required and to fulfill its obligations under this agreement; or 2) If funds are de-appropriated, reduced, not allocated, or receipt of funds is delayed, or if any funds or revenues needed by the Department to make any payment hereunder are insufficient or unavailable for any other reason as determined by the Department in its sole discretion; or 3) If the Department's authorization to conduct its business or engage in activities or operations related to the subject matter of this agreement is withdrawn or materially altered or modified. The Department shall provide the Subrecipient with written notice of termination pursuant to this section.

2. Programming and Federal Authorization.

- a. The Subrecipient shall be responsible for including the project in the appropriate Regional Planning Affiliation (RPA) or Metropolitan Planning Organization (MPO) Transportation Improvement Program (TIP). The Subrecipient shall also ensure that the appropriate RPA or MPO, through their TIP submittal to the Department, includes the project in the Statewide Transportation Improvement Program (STIP). If the project is not included in the appropriate fiscal year of the STIP, federal funds cannot be authorized.
- b. Before beginning any work for which federal funding reimbursement will be requested, the Subrecipient shall contact the Department to obtain the procedures necessary to secure FHWA authorization. The Subrecipient shall submit a written request for FHWA authorization to the Department. After reviewing the Subrecipient's request, the Department will forward the request to the FHWA for authorization and obligation of federal funds. The Department will notify the Subrecipient when FHWA authorization is obtained. The cost of work performed prior to FHWA authorization will not be reimbursed with federal funds.
- c. Upon receiving FHWA authorization, the Subrecipient must show federal aid funding activity to receive the programmed amount authorized for the project. If there is no funding activity for nine or more months after the previous activity, the remaining unused programmed amount will be de-obligated from the project and there will be no further federal aid reimbursement issued for the project. If the Subrecipient knows in advance that funding activity will not occur for the nine months, the Contract Administrator needs to be notified to determine if programming of funds can be adjusted or other options can be explored.
- d. Upon receipt of Federal Highway Administration (FHWA) authorization a Federal Award Identification Number (FAIN) will be assigned to this project by the FHWA based on a methodology that incorporates identifying information about the federal award such as the federal funding program code and the federal project number. This FAIN will be used to identify this project and award on the federal government's listing of financial assistance awards consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA) at usaspending.gov.
- e. A period of performance for this federal funding award will be established at the time of FHWA authorization. The start date of the period of performance will be the FHWA authorization date. The project end date (PED) will be determined according to the methodology in [I.M. 1.200](#), Federal Funds Management. Costs incurred before the start date or after the PED of the period of performance will not be eligible for reimbursement.

3. Federal Participation in Work Performed by Subrecipient Employees.

- a. If federal reimbursement will be requested for engineering, construction inspection, right-of-way acquisition or other services provided by employees of the Subrecipient, the Subrecipient shall follow the procedures in [I.M. 3.330](#), Federal-aid Participation in In-House Services.

- b. If federal reimbursement will be requested for construction performed by employees of the Subrecipient, the Subrecipient shall follow the procedures in [I.M. 6.010](#), Federal-aid Construction by Local Agency Forces.
- c. If the Subrecipient desires to claim indirect costs associated with work performed by its employees, the Subrecipient shall prepare and submit to the Department an indirect cost rate proposal and related documentation in accordance with the requirements of 2 CFR 200. Before incurring any indirect costs, such indirect cost rate proposal shall be certified by the FHWA or the federal agency providing the largest amount of federal funds to the Subrecipient. If approved, the approved indirect cost rate shall be incorporated by means of an addendum to this agreement.

4. Design and Consultant Services

- a. The Subrecipient shall be responsible for the design of the project, including all necessary plans, specifications, and estimates (PS&E). The project shall be designed in accordance with the design guidelines provided or referenced by the Department in the Guide and applicable I.M.s.
- b. If the Subrecipient requests federal funds for consultant services, the Subrecipient and the Consultant shall prepare a contract for consultant services in accordance with 23 CFR Part 172. These regulations require a qualifications-based selection process. The Subrecipient shall follow the procedures for selecting and using consultants outlined in [I.M. 3.310](#), Federal-aid Participation in Consultant Costs.

5. Environmental Requirements and other Agreements or Permits.

- a. The Subrecipient shall take the appropriate actions and prepare the necessary documents to fulfill the FHWA requirements for project environmental studies including historical/cultural reviews and location approval. The Subrecipient shall complete any mitigation agreed upon in the FHWA approval document. These procedures are set forth in [I.M. 3.020](#), Concept Statement Instructions; [4.020](#), NEPA Process; [4.110](#), Threatened and Endangered Species; and [4.120](#), Cultural Resource Regulations.
- b. If farmland is to be acquired, whether for use as project right-of-way or permanent easement, the Subrecipient shall follow the procedures in [I.M. 4.170](#), Farmland Protection Policy Act.
- c. The Subrecipient shall obtain project permits and approvals, when necessary, from the Iowa Department of Cultural Affairs (State Historical Society of Iowa; State Historic Preservation Officer), Iowa Department of Natural Resources, U.S. Coast Guard, U.S. Army Corps of Engineers, the Department, or other agencies as required. The Subrecipient shall follow the procedures in [I.M. 4.130](#), 404 Permit Process; [4.140](#), Storm Water Permits; [4.150](#), Iowa DNR Floodplain Permits and Regulations; [4.160](#), Asbestos Inspection, Removal and Notification Requirements; and [4.190](#), Highway Improvements in the Vicinity of Airports or Heliports.
- d. In all contracts entered into by the Subrecipient, and all subcontracts, in connection with this project that exceed \$100,000, the Subrecipient shall comply with the requirements of Section

114 of the Clean Air Act and Section 308 of the Federal Water Pollution Control Act, and all their regulations and guidelines. In such contracts, the Subrecipient shall stipulate that any facility to be utilized in performance of or to benefit from this agreement is not listed on the Environmental Protection Agency (EPA) List of Violating Facilities or is under consideration to be listed.

6. Right-of-Way, Railroads and Utilities.

- a. The Subrecipient shall acquire the project right-of-way, whether by lease, easement, or fee title, and shall provide relocation assistance benefits and payments in accordance with the procedures set forth in [I.M. 3.600](#), Right-of-Way Acquisition, and the Department's Right of Way Bureau Local Public Agency Manual. The Subrecipient shall contact the Department for assistance, as necessary, to ensure compliance with the required procedures, even if no federal funds are used for right-of-way activities. The Subrecipient shall obtain environmental concurrence before acquiring any needed right-of-way. With prior approval, hardship and protective buying is possible. If the Subrecipient requests federal funding for right-of-way acquisition, the Subrecipient shall also obtain FHWA authorization before purchasing any needed right-of-way.
- b. If the project right-of-way is federally funded and if the actual construction is not undertaken by the close of the twentieth fiscal year following the fiscal year in which the federal funds were authorized, the Subrecipient shall repay the amount of federal funds reimbursed for right-of-way costs to the Department.
- c. If a railroad crossing or railroad tracks are within or adjacent to the project limits, the Subrecipient shall obtain agreements, easements, or permits as needed from the railroad. The Subrecipient shall follow the procedures in [I.M. 3.670](#), Work on Railroad Right-of-Way, and [I.M. 3.680](#), Federal-aid Projects Involving Railroads.
- d. The Subrecipient shall comply with the Policy for Accommodating Utilities on City and County Federal-aid Highway Right of Way for projects on non-primary federal-aid highways. For projects connecting to or involving some work inside the right-of-way for a primary highway, the Subrecipient shall follow the Department's Policy for Accommodating Utilities on Primary Road System. Certain utility relocation, alteration, adjustment, or removal costs to the Subrecipient for the project may be eligible for federal funding reimbursement. The Subrecipient should also use the procedures outlined in [I.M. 3.640](#), Utility Accommodation and Coordination, as a guide to coordinating with utilities.
- e. If the Subrecipient desires federal reimbursement for utility costs, it shall submit a request for FHWA authorization prior to beginning any utility relocation work, in accordance with the procedures outlined in [I.M. 3.650](#), Federal-aid Participation in Utility Relocations.

7. Construction Contract Procurement.

The following provisions apply only to projects involving physical construction or improvements to transportation facilities:

- a. The project plans, specifications, and cost estimate (PS&E) shall be prepared and certified by a professional engineer, architect, or landscape architect, as applicable, licensed in the State of Iowa.
- b. For projects let through the Department, the Subrecipient shall be responsible for the following:
 - i. Prepare and submit the PS&E and other contract documents to the Department for review and approval in accordance with [I.M. 3.700](#), Check and Final Plans and [I.M. 3.500](#), Bridge or Culvert Plans, as applicable.
 - ii. The contract documents shall use the Department's Standard Specifications for Highway and Bridge Construction. Prior to their use in the PS&E, specifications developed by the Subrecipient for individual construction items shall be approved by the Department.
 - iii. Follow the procedures in [I.M. 5.030](#), Iowa DOT Letting Process, to analyze the bids received, make a decision to either award a contract to the lowest responsive bidder or reject all bids, and if a contract is awarded, execute the contract documents in Doc Express.
- c. For projects that are let locally by the Subrecipient, the Subrecipient shall follow the procedures in [I.M. 5.120](#), Local Letting Process, Federal-aid.
- d. The Subrecipient shall forward a completed Project Development Certification (Form 730002) to the Department in accordance with [I.M. 5.050](#), Project Development Certification Instructions. The project shall not receive FHWA authorization for construction or be advertised for bids until after the Department has reviewed and approved the Project Development Certification.
- e. If the Subrecipient is a city, the Subrecipient shall comply with the public hearing requirements of the Iowa Code section 26.12.
- f. The Subrecipient shall not provide the contractor with notice to proceed until after receiving notice in Doc Express that the Department has concurred in the contract award.

8. Construction.

- a. A full-time employee of the Subrecipient shall serve as the person in responsible charge of the construction project. For cities that do not have any full-time employees, the mayor or city clerk will serve as the person in responsible charge, with assistance from the Department.
- b. Traffic control devices, signing, or pavement markings installed within the limits of this project shall conform to the "Manual on Uniform Traffic Control Devices for Streets and Highways" per 761 IAC Chapter 130. The safety of the general public shall be assured through the use of proper protective measures and devices such as fences, barricades, signs, flood lighting, and warning lights as necessary.
- c. For projects let through the Department, the project shall be constructed under the Department's Standard Specifications for Highway and Bridge Construction and the Subrecipient shall comply with the procedures and responsibilities for materials testing according to the

Department's Materials I.M.s applicable to the letting. Available on-line at:
<https://www.iowadot.gov/erl/index.html>.

- d. For projects let locally, the Subrecipient shall provide materials testing and certifications as required by the approved specifications.
- e. If the Department provides any materials testing services to the Subrecipient, the Department will bill the Subrecipient for such testing services according to its normal policy as per Materials I.M. 103, Inspection Services Provided to Counties, Cities, and Other State Agencies.
- f. The Subrecipient shall follow the procedures in [I.M. 6.000](#), Construction Inspection, and the Department's Construction Manual, as applicable, for conducting construction inspection activities.

9. Reimbursements.

- a. After costs have been incurred, the Subrecipient shall submit to the Department periodic itemized claims for reimbursement for eligible project costs. Requests for reimbursement shall be made at least once every six months but not more than bi-weekly.
- b. To ensure proper accounting of costs, reimbursement requests for costs incurred prior to June 30 shall be submitted to the Department by August 1.
- c. Reimbursement claims shall include a certification that all eligible project costs, for which reimbursement is requested, have been reviewed by an official or governing board of the Subrecipient, are reasonable and proper, have been paid in full, and were completed in substantial compliance with the terms of this agreement.
- d. Reimbursement claims shall be submitted on forms identified by the Department along with all required supporting documentation. The Department will reimburse the Subrecipient for properly documented and certified claims for eligible project costs. The Department may withhold up to 5% of the federal share of construction costs or 5% of the total federal funds available for the project, whichever is less. Reimbursement will be made either by state warrant or by crediting other accounts from which payment was initially made. If, upon final audit or review, the Department determines the Subrecipient has been overpaid, the Subrecipient shall reimburse the overpaid amount to the Department. After the final audit or review is complete and after the Subrecipient has provided all required paperwork, the Department will release the federal funds withheld.
- e. The total funds collected by the Subrecipient for this project shall not exceed the total project costs. The total funds collected shall include any federal or state funds received, any special assessments made by the Subrecipient (exclusive of any associated interest or penalties) pursuant to Iowa Code Chapter 384 (cities) or Chapter 311 (counties), proceeds from the sale of excess right-of-way, and any other revenues generated by the project. The total project costs shall include all costs that can be directly attributed to the project. In the event that the total

funds collected by the Subrecipient do exceed the total project costs, the Subrecipient shall either:

- i. in the case of special assessments, refund to the assessed property owners the excess special assessments collected (including interest and penalties associated with the amount of the excess), or
- ii. Refund to the Department all funds collected in excess of the total project costs (including interest and penalties associated with the amount of the excess) within 60 days of the receipt of any excess funds. In return, the Department will either credit reimbursement billings to the FHWA or credit the appropriate state fund account in the amount of refunds received from the Subrecipient.

10. Project Close-out.

- a. Within 30 days of completion of construction or other activities authorized by this agreement, the Subrecipient shall provide written notification to the Department and request a final audit, in accordance with the procedures in [I.M. 6.110](#), Final Review, Audit, and Close-out Procedures for Federal-aid, Federal-aid Swap, and Farm-to-Market Projects. Failure to comply with the procedures will result in loss of federal funds remaining to be reimbursed and the repayment of funds already reimbursed. The Subrecipient may be suspended from receiving federal funds on future projects.
- b. For construction projects, the Subrecipient shall provide a certification by a professional engineer, architect, or landscape architect as applicable, licensed in the State of Iowa, indicating the construction was completed in substantial compliance with the project plans and specifications.
- c. Final reimbursement of federal funds shall be made only after the Department accepts the project as complete.
- d. The Subrecipient shall maintain all books, documents, papers, accounting records, reports, and other evidence pertaining to costs incurred for the project. The Subrecipient shall also make these materials available at all reasonable times for inspection by the Department, FHWA, or any authorized representatives of the federal government. Copies of these materials shall be furnished by the Subrecipient if requested. Such documents shall be retained for at least 3 years from the date of FHWA approval of the final closure document. Upon receipt of FHWA approval of the final closure document, the Department will notify the Subrecipient of the record retention date.
- e. The Subrecipient shall maintain, or cause to be maintained, the completed improvement in a manner acceptable to the Department and the FHWA.

Agenda Item #8

Public Hearings

a) Third 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 final 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.

b) Third 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 final 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.

c) Second 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: This is the second reading. 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 1 additional rate reading of the proposed solid waste rate changes.

d) Proposed FY25 Budget Amendment #2

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 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. The amendment does not impact the tax rate. This amendment reverses the related expenses & revenue related to certain proposed public infrastructure projects tied to economic development activities.

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.

The public hearings are all closed.

NOTICE OF PUBLIC HEARING

YOU ARE HEREBY NOTIFIED THAT on the 9th day of June, 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 – 3rd 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 9th day of June, 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 – 3rd 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 9th day of June, 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 – 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 9th day of June, 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 the City's Fiscal Year 2025 Budget. This budget amendment does not impact tax rates. 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 - 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 #9

Discussion and Consideration:

Ordinance #2025-08 An Ordinance

Amending the Code of Ordinances of City of
Van Meter – Chapter 92 Water Rates

Submitted for: **Discussion and Consideration**

The proposed ordinance has been read three times. 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

Recommendation: **Approval**

Sample Language: **Motion to make this the final reading of Ordinance #2025-08 An Ordinance Amending Chapter 92 Water Rates of the Van Meter Code of Ordinances to approve and adopt 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. 2025-08

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY VAN METER, IOWA, BY AMENDING CHAPTER 92 – WATER RATES

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 repealing and replacing Chapter 92 – Water Rates as shown herein:

CHAPTER 92 WATER RATES

92.01 Service Charges	92.07 Lien for Nonpayment
92.02 Rates For Service	92.08 Lien Exemption
92.03 Rates Outside the City	92.09 Lien Notice
92.04 Water Improvement Fees	92.10 Temporary Vacancy
92.05 Billing for Water Service	92.11 Adjustment of Charges
92.06 Service Discontinued	92.12 Water Shortage

92.01 SERVICE CHARGES.

Each customer shall pay for water service and water improvement fees provided by the City based upon use of water as determined by meters provided for in Chapter 91. The water improvement fees shall be implemented at first in phases. Each location, building, premises or connection shall be considered a separate and distinct customer whether owned or controlled by the same person or not.

(Code of Iowa, Sec. 384.84)

92.02 RATES FOR SERVICE.

Water service shall be furnished at the following monthly rates within the City:

(Code of Iowa, Sec. 384.84)

Effective Date	First 2,000 Gallons Used Per Month	Over 2,000 Gallons Used Per Month
7/1/2019	\$21.23	\$4.84
7/1/2020	\$22.29	\$5.08
7/1/2021	\$23.40	\$5.33
7/1/2022	\$24.57	\$5.60
7/1/2023	\$25.80	\$5.88
7/1/2024	\$27.09	\$6.17
7/1/2025	\$28.44	\$6.48

92.03 RATES OUTSIDE THE CITY.

Water service shall be provided to any customer located outside the corporate limits of the City which the City has agreed to serve at the following rates:

Effective Date	First 2,000 Gallons Used Per Month	Over 2,000 Gallons Used Per Month
7/1/2019	\$56.14	\$12.81
7/1/2020	\$61.75	\$14.09
7/1/2021	\$67.93	\$15.50
7/1/2022	\$74.72	\$17.02
7/1/2023	\$82.20	\$18.75
7/1/2024	\$90.42	\$20.63
7/1/2025	\$94.94	\$21.66

92.04 WATER IMPROVEMENT FEES.

Water improvement fees shall be imposed at the following rates per gallon for users within and outside the City:

Schedule	Water Capital Improvement Fee/Gallon
1-Jul-20	\$0.002
1-Jul-21	\$0.002
1-Jul-22	\$0.002
1-Jul-23	\$0.002
1-Jul-24	\$0.002
1-Jul-25	\$0.002

92.05 BILLING FOR WATER SERVICE.

Water service shall be billed as part of a combined service account, payable in accordance with the following:
(Code of Iowa, Sec. 384.84)

1. Bills Issued. The Clerk shall prepare and issue bills for combined service accounts on or before the first day of each month.
2. Bills Payable. Bills for combined service accounts shall be due and payable at the office of the Clerk by the fifteenth day of each month.
3. Late Payment Penalty. Bills not paid when due shall be considered delinquent. A one-time late payment penalty of 10 percent of the amount due for water and sewer charges shall be added to each delinquent bill. The late payment penalty shall not apply to the delinquent solid waste fees.

92.06 SERVICE DISCONTINUED.

Water service to delinquent customers shall be discontinued or disconnected in accordance with the following:
(Code of Iowa, Sec. 384.84)

1. Notice. The Clerk shall notify each delinquent customer that service will be discontinued or disconnected if payment of the combined service account, including late payment charges, is not received by the date specified in the notice of delinquency. Such

notice shall be sent by ordinary mail to the customer in whose name the delinquent charges were incurred and shall inform the customer of the nature of the delinquency and afford the customer the opportunity for a hearing prior to the discontinuance or disconnection.

2. Notice to Landlords. If the customer is a tenant, and if the owner or landlord of the property or premises has made a written request for notice, the notice of delinquency shall also be given to the owner or landlord. If the customer is a tenant and requests a change of name for service under the account, such request shall be sent to the owner or landlord of the property if the owner or landlord has made a written request for notice of any change of name for service under the account to the rental property.

3. Hearing. If a hearing is requested by noon of the day preceding the shut off, 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.

4. Fees. A fee of \$25.00 shall be charged at the time a service is disconnected due to non-payment. No fee shall be charged for the usual or customary trips in the regular changes in occupancies of property.

92.07 LIEN FOR NONPAYMENT.

The owner of the premises served and any lessee or tenant thereof shall be jointly and severally liable for water service charges to the premises. Water service charges remaining unpaid and delinquent shall constitute a lien upon the property or premises served and shall be certified by the Clerk to the County Treasurer for collection in the same manner as property taxes.

(Code of Iowa, Sec. 384.84)

92.08 LIEN EXEMPTION.

(Code of Iowa, Sec. 384.84)

1. Water Service Exemption. The lien for nonpayment shall not apply to charges for water service to a residential or commercial rental property where water service is separately metered and the rates or charges for the water service are paid directly to the City by the tenant, if the landlord gives written notice to the City that the property is residential or commercial rental property and that the tenant is liable for the rates or charges. The City may require a deposit not exceeding the usual cost of 90 days of such services to be paid to the City. When the tenant moves from the rental property, the City shall refund the deposit if all service charges are paid in full. The lien exemption does not apply to delinquent charges for repairs related to any of the services.

2. Other Service Exemption. The lien for nonpayment shall also not apply to the charges for any of the services of sewer systems, storm water drainage systems, sewage treatment, solid waste collection, and solid waste disposal for a residential rental property where the charge is paid directly to the City by the tenant, if the landlord gives written notice to the City that the property is residential rental property and that the tenant is liable for the rates or charges for such service. The City may require a deposit not exceeding the usual cost of 90 days of such services to be paid to the City. When the tenant moves

from the rental property, the City shall refund the deposit if all service charges are paid in full. The lien exemption does not apply to delinquent charges for repairs related to any of the services.

3. Written Notice. The landlord's written notice shall contain the name of the tenant responsible for charges, the address of the residential or commercial rental property that the tenant is to occupy, and the date that the occupancy begins. Upon receipt, the City shall acknowledge the notice and deposit. A change in tenant for a residential rental property shall require a new written notice to be given to the City within 30 business days of the change in tenant. A change in tenant for a commercial rental property shall require a new written notice to be given to the City within 10 business days of the change in tenant. A change in the ownership of the residential rental property shall require written notice of such change to be given to the City within 30 business days of the completion of the change of ownership. A change in the ownership of the commercial rental property shall require written notice of such change to be given to the City within 10 business days of the completion of the change of ownership.

4. Mobile Homes, Modular Homes, and Manufactured Homes. A lien for nonpayment of utility services described in Subsections 1 and 2 of this section shall not be placed upon a premises that is a mobile home, modular home, or manufactured home if the mobile home, modular home, or manufactured home is owned by a tenant of and located in a mobile home park or manufactured home community and the mobile home park or manufactured home community owner or manager is the account holder, unless the lease agreement specifies that the tenant is responsible for payment of a portion of the rates or charges billed to the account holder.

92.09 LIEN NOTICE.

A lien for delinquent water service charges shall not be certified to the County Treasurer unless prior written notice of intent to certify a lien is given to the customer in whose name the delinquent charges were incurred. If the customer is a tenant and if the owner or landlord of the property or premises has made a written request for notice, the notice shall also be given to the owner or landlord. The notice shall be sent to the appropriate persons by ordinary mail not less than 30 days prior to certification of the lien to the County Treasurer.

(Code of Iowa, Sec. 384.84)

92.10 TEMPORARY VACANCY.

A property owner may request water service be temporarily discontinued via application and shut off at the curb valve when the property is expected to be vacant for an extended period of time. There shall be a fee, as established by the fee schedule as adopted by Council, for shutting the water off at the curb valve and for restoring service. During a period when service is temporarily discontinued as provided herein there shall be no minimum service charge. The City will not drain pipes or pull meters for temporary vacancies. The city continues to pay the solid waste and recycling charges billed per number of households in the City by our contracted carrier regardless of an absence and therefore, the property owner will continue to receive a bill for solid waste collection during the time period of temporary disconnection of water service.

92.11 ADJUSTMENT TO CHARGES.

In the event that excessive water usage occurs by reason of malfunction, accident or circumstances deemed to warrant reduction or adjustment of charges, the City Clerk, upon written application, may make such adjustment to the combined service account as deemed fair and equitable. For new construction, the City Clerk has the authority to adjust the charge to the contractor for water and minimum sewer charges.

92.12 WATER SHORTAGE.

1. Purpose. The purpose of this section is to establish procedures for systematically managing water demand through conservation measures and measures designed to limit water use during a system constraint or drought related or other shortage.

2. Definitions.

A. The Water Shortage Stages begin at Stage I (least restrictive) and advance to Stage IV (most restrictive). The Stages become increasingly restrictive for water usage in a response to the severity of the shortage.

B. Water Shortage: The Public Works Department will establish departmental policies that define when the various stages are to be triggered. These policies will serve as a general guide for water shortage stage implementation. Water shortage steps may be skipped and policies adapted as needed depending on conditions of the Van Meter Water System and weather patterns.

3. General Prohibition.

A. No person shall cause, use, or permit the use of water from the City Water System in a manner contrary to any provision of this section.

B. No person shall cause, use, or permit the use of water from the City Water System in excess of any limit or in violation of any policy established by the Public Works Director and Mayor as hereby authorized by the City Council.

4. Authority. The Public Works Director may declare a Stage I or Stage II shortage when an emergency shortage exists. The Mayor may declare a Stage III or Stage IV shortage when an emergency shortage exists. The implementation of the respective authority identified hereinabove. The implementation shall cease upon a Declaration by the respective authority.

5. Water Emergencies.

A. Stage I: Voluntary 25% reduction in turf irrigation. Upon declaration of a Stage I Water Shortage, the following restrictions shall apply to the use of water from the City's Water System: the City will increase public communication and education efforts aimed at water conservation, will encourage the community to conserve water wherever possible and otherwise promote the efficient use of water. During a Stage I Water Shortage, water customers are encouraged, in addition to normal water conservation, to specifically follow the voluntary water conservations measures set forth below:

(1) Request a city wide 25% reduction in lawn irrigation.

(2) Encourage customers to optimize their irrigation systems so water is not directed onto impervious surfaces and turf is not overwatered.

(3) Recommend customers irrigate on alternate days, by a system under which even numbered addresses water only on even days of the month, and odd numbered addresses water only on odd numbered days of the month.

(4) Customers who irrigate should do so early in the morning, prior to 6:00 am for less evaporation.

Enforcement: There will be no enforcement at this stage.

B. Stage II: Voluntary 50% reduction in outdoor water use. Upon declaration of a Stage II Water Shortage, the following restrictions shall apply to the use of water from the City's Water System: the City will increase public communication and education efforts aimed at water conservation, will encourage the community to conserve water wherever possible and otherwise promote the efficient use of water. During a Stage II Shortage, water customers are encouraged, in addition to normal water conservation, to specifically follow the voluntary water conservation measures set forth below:

- (1) Request a city wide 50% reduction in outdoor water use.
 - (2) Remind customers to optimize their irrigation systems so water is not directed onto impervious surfaces and turf is not overwatered.
 - (3) Reinforce the recommendation for customers to irrigate on alternate days and early in the morning.
 - (4) Encourage wise use of water during outdoor activities including: washing cars, playing in the sprinkler, playing with water toys, and filling swimming pools.
 - (5) Encourage wise use of water indoors including: identifying and repairing leaking fixtures, washing only full loads in dishwashers and washing machines, and taking shorter showers.
 - (6) Suspend high water use, non-essential municipal operations.
- Enforcement: There will be no enforcement at this stage.

C. Stage III: Turf irrigation prohibited and no use of automatic irrigation systems. Upon declaration of a Stage III Water Shortage, the following restrictions shall apply to the use of water from the City's Water System: the City will increase public communication and education efforts aimed at water conservation, will encourage the community to conserve water wherever possible and otherwise promote the efficient use of water. During a Stage III Shortage, water customers are mandated, in addition to normal water conservation, to specifically follow the mandatory water conservation measures set forth below:

- (1) All actions required in a Stage II Water Shortage, not in conflict with these Stage III Actions.
- (2) Require customers to further reduce water consumption by suspending all turf irrigation and the use of all automatic irrigation systems.

Enforcement: Customers observed by City personnel in violation of this policy will be notified by a tag left on the property. If such activities are not suspended within 48 hours, water service will be terminated and the published termination fee, as determined by the Fee Schedule as adopted by resolution of Council, will apply. Water service will be restored only upon receipt by the City of Van Meter of an undertaking by the customer that the customer understands and will comply with the mandatory conservation measures. Any subsequent violations will result in further termination of service and will be deemed an unauthorized use of water and shall be considered a repeat offense.

D. Stage IV: Mandatory water rationing. Upon declaration of a Stage IV Water Shortage, the following restrictions shall apply to the use of water from the City's Water System: the City will increase public communication and education efforts aimed at water conservation, will encourage the community to conserve water wherever possible and otherwise promote the efficient use of water. During a Stage IV Shortage, water customers are mandated, in addition to normal water conservation and to specifically follow the mandatory water conservation measures set forth below:

(1) All actions required in a Stage II Water Shortage and a Stage III Water Shortage not in conflict with these Stage IV Actions.

Enforcement: Stage IV Monthly Water Rationing means for each customer the typical off-peak consumption of such customer multiplied by an announced Rationing Factor. Typical off-peak consumption shall be computed as of the date that the Stage IV is invoked as the mean monthly consumption of the customer for the immediately preceding months of March, April, and May. The Rationing Factor shall be a percentage as announced by Des Moines Water Works & followed by the City of Van Meter and designed to effectively reduce consumption to the level as required by the prevailing circumstances. While Stage IV is in effect, all water used beyond the Stage IV Monthly Water Ration for each customer will be billed at the Emergency Water Shortage Rate. Emergency Water Shortage Rate shall be four times the rate otherwise applicable to each customer.

Customers observed by City personnel in violation of this policy will be notified by a tag left on the property. If such activities are not suspended within 48 hours, water service will be terminated and the published termination fee, as set by the Fee Schedule adopted by resolution of Council, will apply. Water service will be restored only upon receipt by the City of Van Meter of an undertaking by the customer that the customer understands and will comply with the mandatory conservation measures. Any subsequent violations will result in further termination of service and will be deemed an unauthorized use of water and shall be considered a repeat offense.

6. Relief from Compliance.

A. Within 20 days after the date of a first notice violation, a person may file an application for relief from any provision of this Ordinance. The City Administrator or his or her designee shall grant, conditionally grant, or deny the application.

B. In determining whether to grant relief and the nature of any relief, the City Administrator or his or her designee shall take into consideration all relevant factors including, but not limited to, the following:

- (1) Water uses during construction; and
- (2) Adjustments to water use caused by emergency health or safety hazards; and
- (3) Alternative water reduction measures being proposed by the applicant.

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 9th day of June, 2025.

Joe Herman, Mayor

ATTEST:

Jessica Drake, City Clerk

First Reading: April 14, 2025

Second Reading: May 12, 2025

Third Reading: June 9, 2025

I certify that the foregoing was published as Ordinance No. 2025-08 on the _____ day of June, 2025.

ATTEST:

Jessica Drake, City Clerk

Agenda Item #10

Discussion and Consideration:

Ordinance #2025-09 An Ordinance

Amending the Code of Ordinances of City of
Van Meter – Chapter 99 Sewer Services

Submitted for: **Discussion and Consideration**

This is the final 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

Recommendation: **Approval**

Sample Language: **Motion to make this the final reading of Ordinance #2025-09 An Ordinance Amending Chapter 99 Sewer Service of the Van Meter Code of Ordinances to approve and adopt 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. 2025-09

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY VAN METER, IOWA, BY AMENDING CHAPTER 99 – SEWER SERVICE CHARGES

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 repealing and replacing Sections 99.02 and 99.03 of Chapter 99 – Sewer Service Charges as shown herein:

99.02 RATE.

Each customer shall pay sewer service charges for the use of and for the service supplied by the municipal sanitary sewer system within the City as follows:

Effective Date	First 2,000 Gallons Used Per Month	Over 2,000 Gallons Used Per Month
7/1/2019	\$20.99	\$6.16
7/1/2020	\$22.04	\$6.47
7/1/2021	\$23.14	\$6.80
7/1/2022	\$24.29	\$7.14
7/1/2023	\$25.51	\$7.49
7/1/2024	\$26.78	\$7.87
7/1/2025	\$28.12	\$8.26

99.03 RATE OUTSIDE THE CITY.

Each customer shall pay sewer service charges for the use of and for the service supplied by the municipal sanitary sewer system outside the corporate limits of the City at the following rates:

Effective Date	First 2,000 Gallons Used Per Month	Over 2,000 Gallons Used Per Month
7/1/2019	\$52.95	\$15.56
7/1/2020	\$58.25	\$17.11
7/1/2021	\$64.07	\$18.82
7/1/2022	\$70.48	\$20.71
7/1/2023	\$77.53	\$22.78
7/1/2024	\$85.28	\$25.06
7/1/2025	\$89.55	\$26.31

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 9th day of June, 2025.

Joe Herman, Mayor

ATTEST:

Jessica Drake, City Clerk

First Reading: April 14, 2025

Second Reading: May 12, 2025

Third Reading: June 9, 2025

I certify that the foregoing was published as Ordinance No. 2025-09 on the ___ day of June, 2025.

ATTEST:

Jessica Drake, City Clerk

Agenda Item #11

Discussion and Consideration:

Resolution #2025-78 Adoption of FY25 Budget Amendment #2 for the City of Van Meter

Submitted for: **Discussion and Consideration**

The budget amendment is largely due to the need to reverse the related expense & revenue tied to public infrastructure projects due to economic development activities and city projects including road improvements included in Amendment #1. This amendment does not impact property tax rates.

Recommendation: **Approval**

Sample Language: Motion to adopt Resolution #2025-78 to Approving a FY25 Budget Amendment #2 for the City of Van Meter

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

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

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

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

Resolution #2025-78

"A Resolution to Adopt a FY25 Budget Amendment #2 for the City of Van Meter"

WHEREAS, the City Council of Van Meter, Iowa, has prepared a budget amendment for Fiscal Year 2025 (July 1, 2024 - June 30, 2025); and

WHEREAS, the City Clerk caused notice of the public hearing to be published in the Des Moines Register on May 27, 2025 and on the City's website (www.vanmeteria.gov) on May 13, 2025; and

WHEREAS, the City Council has held a public hearing to review said budget amendment and to receive written and oral comments or objections from the public to said budget amendment; and

WHEREAS, the budget amendment DOES NOT impact current property tax rates; and

WHEREAS, the budget amendment is necessary to reverse the previously amended expenses and revenue related to public infrastructure projects funded by debt proceeds from certain economic development projects, proprietary funds and general revenue; and

WHEREAS, the City Council, pursuant to Chapter 384.16(5) of the Code, desires to adopt said budget amendment; now,

THEREFORE, BE IT RESOLVED by the City Council of Van Meter, Iowa, that the budget amendment for Fiscal Year 2025 is hereby adopted.

BE IT FURTHER RESOLVED that the City Clerk is directed to certify and file the budget amendment as adopted with the original affidavit of publication to the Dallas County Auditor.

Passed and approved this 9th day of June, 2025.

Joe Herman, Mayor

ATTEST – Jessica Drake, City Clerk

Date

Date

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 #2025-79 Approving an Agreement for Limited Legal Services with Nyemaster

Submitted for: **Discussion and Consideration**

The property located in the City did not pass the rental inspection. No remediation efforts were taken in the given time frame. The tenant vacated the property in March and the water was shut off in April. City Staff directed the City Attorney to proceed with legal action relating to condemnation. Upon a conflict search, it was noted that Whitfield & Eddy have a conflict with the mortgage company tied to the property. The City Attorney provided recommendations of counsel who may be able to assist. Upon recommendation, staff reached out to Nyemaster & there is no conflict. Staff recommends approval of the engagement letter to proceed with condemnation activities.

Recommendation: **Approval**

Sample Language: Motion to adopt Resolution #2025-79 Approving an Agreement for Limited Legal Services with Nyemaster

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

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

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

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

Resolution #2025-79

“A Resolution to Approve an Engagement Letter with Nyemaster”

Whereas, the City of Van Meter requires legal services relating to certain real estate matters and the City Legal firm of Whitfield & Eddy has a conflict with a party to said matter; and

Whereas; upon recommendation from the City Attorney, staff met with professional staff at Nyemaster, a legal firm who has no conflicts with the parties ; and

Whereas, the City Administrator recommends approval of the Engagement Letter; now

Therefore, be it resolved by the Van Meter City Council that the Engagement Letter with Nyemaster 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 9th day of June, 2025

Joe Herman, Mayor

ATTEST:

Jessica Drake, City Clerk



KRISTINA M. STANGER
kmstanger@nyemaster.com

T (515) 283-8009
F (515) 283-3108

June 4, 2025

City Council of the City of Van Meter
c/o Jess Drake
505 Grant Street
Van Meter, Iowa 50261
Email: jdrake@vanmeteria.gov

RE: Proposed Agreement for Legal Services

Dear Councilmembers:

I am honored that you asked our Firm, Nyemaster Goode, P.C. to represent the City of Van Meter as counsel in connection with enforcement of property abandonment related to Curtis White (the “Action”). This letter will describe and confirm the basis on which our Firm will provide legal services.

Client. Our client in this matter will be City of Van Meter (“Client”). All communications with the Client, its employees, officers, members, agents, attorneys’ and representatives will also be seen as protected attorney client communications.

Scope of Representation. We have agreed that our engagement is limited to performance of services related to this Action. Because we are not your general counsel, our acceptance of this engagement does not involve an undertaking to represent the Client’s interests in any other matter or general corporate formalities or tax effects. In particular, our present engagement does not include responsibility for review of insurance policies to determine the possibility of coverage for the claim asserted in this matter, for notification of Client’s insurance carriers about the matter, or for advice to Client about disclosure obligations concerning the matter under the federal securities laws, other financial institutions or any other applicable law. The Client may limit or expand the scope of our representation from time to time, provided that any substantial expansion must be agreed to by us. If the scope of our engagement changes, the terms set out in this letter will apply to the expanded engagement unless we enter into a further agreement modifying or superseding this one.

Conflicts of Interest Check. To also assure mutuality of trust and avoid conflicts of interest, we maintain a database of former and current clients. The Rules of Professional Conduct define whether a past or present relationship with any other party prevents us from representing you as the Client in this matter. Based on information you have provided to us regarding parties with interests adverse to you in this matter, we have identified the following Adverse Parties in

this matter and have checked the following parties against our database of former and current clients: Curtis L. White and The First National Bank in Creston.

These parties did not pose any conflict of interest and we can represent the Client. Please review this list to see if any other person or entities should be included as Adverse Parties in this matter. If you do not tell us to the contrary, we will assume that this list of parties is complete and accurate. We request that you update this list for us if you become aware of any changes in the future, including those caused by changes to the scope of our representation.

Staffing. Myself and Leland Slawson will have primary responsibility for your representation and will utilize other firm lawyers and legal assistants as appropriate in the circumstances. We will provide legal counsel to you in accordance with this letter and in reliance upon information and guidance provided by you, to keep you reasonably informed of progress and developments, and to respond to your inquiries.

Client Responsibilities. The Client agrees to pay our statements for services and expenses as provided below. To enable us to represent the Client effectively, the Client agrees to cooperate fully with us in all matters relating to your case, and to fully and accurately disclose to us all facts and documents that may be relevant to the matter or that we may otherwise request. The Client also will make company representatives reasonably available to attend meetings, conferences and court proceedings. The Client will provide us with current contact for you and your representatives as needed.

E-Mail Consent. We will transmit to you and receive information from time to time by e-mail, secure or non-secure Internet, or other electronic communication. While we strive to maintain a secure email system, you acknowledge you have been advised that there is a risk of interception of such information and there is a risk that someone may argue that the confidences transmitted are not protected by the attorney-client privilege as they are intended to be. We can make no guarantee that an interception by a third party will not occur or that the attorney-client privilege will be upheld. With full understanding of these risks, the Client consents to the transmission of information by e-mail, secure or non-secure Internet, or other electronic communication, and accept the risk of diminished confidentiality. This consent will apply to all information or material unless you advise us in writing not to transmit specified information or material by e-mail, secure or non-secure Internet, or other electronic communication.

Advice About Possible Outcomes. Either at the commencement or during the course of our representation, we may express opinions or beliefs concerning the litigation or various courses of action and the results that might be anticipated. Any such statement made by us is intended to be an expression of opinion only, based on information available to us at the time, and should not be construed by you as a promise or guarantee.

Fees. Our fees will be based primarily on the amount of time spent on your behalf. Each lawyer and legal assistant has an hourly billing rate based generally on experience and special knowledge. The rate multiplied by the time expended on your behalf, measured in tenths of an

hour, will be the initial basis for determining the fee. I will have primary responsibility for this matter and will engage associates or paralegals as economically possible. Our municipal attorney hourly rate is \$250 per hour, while our associates' rates are \$190. Our billing rates are adjusted from time to time, usually in July annually. Any estimate of fees and costs that we may have discussed represents only an estimate of such fees and costs. It is not a binding budget or guarantee. It is also expressly understood that payment of the firm's fees and costs is in no way contingent on the ultimate outcome of the matter.

Retainer. Our firm's policy is to require a \$5,000 retainer for new clients. However, given the referral and relationship with other local municipalities, we are offering to waive this requirement.

Cost and Expenses. The firm typically incurs costs in connection with legal representation. These costs may include such matters as filing and sheriff fees, long distance telephone charges, special postage, delivery charges, and related expenses, travel expenses, meals and use of other service providers, such as printers or experts. In litigation matters, such expenses may also include deposition costs, process servers, court reporters, witness fees, and the services of third-party vendors, such as document management services.

Given the common use of computers in the course of business, as well as the volume of other documents or data that may need to be managed, reviewed or produced in this matter, it may be necessary for the firm to retain a third-party vendor to assist it with the management of electronic data or other documents. These vendor services may also need to include assistance in identifying and preserving potentially relevant electronically stored information. The expenses incurred in connection with the services shall be the responsibility of the Client. In addition, it is possible that we may provide your information gathered in the course of this matter to a third-party vendor for the purpose of maintaining a document database.

You also authorize us to retain any investigators, consultants or experts necessary in our judgment to represent your interests in the litigation. However, we will consult with you before retaining such persons. At our option, we may forward third-party charges in excess of \$500.00 directly to you for payment. The firm reserves the right to require the Client to deposit in advance an amount sufficient to pay for any expected costs.

Payment of Statements. Statements will be rendered monthly for work performed and expenses recorded on our books during the previous month. Payment is due promptly upon receipt of our statement. If any statement remains unpaid for more than 30 days, we may suspend performing services for you until arrangements satisfactory to us have been made for payment of outstanding statements and the payment of future fees and expenses.

Termination of Representation. Unless previously terminated, our representation of the Client will terminate upon our sending you our final statement for services rendered in this matter.

You may terminate our representation at any time by notifying us in writing. Your termination of our services will not affect your responsibility for payment of outstanding statements and accrued fees and expenses incurred before termination or incurred thereafter in connection with an orderly transition of the matter.

We may withdraw from representation at any time if you fail to fulfill your obligations under this agreement, including your obligation to pay our fees and expenses, or as permitted or required under any applicable standards of professional conduct or rules of court, or upon our reasonable notice to you. If the permission of the court is required for withdrawal of representation, which is likely, you agree not to oppose any motion to withdraw.

Retention and Disposition of Documents. The firm may maintain in its system in an electronic format any and all hard copy documents received from you or others relating to this matter. You agree that the firm may dispose of the hard copy version of any such documents once maintained, unless original documents. After termination of representation, any of your original papers and property will be returned to you upon receipt of payment for outstanding fees and costs. Our own files pertaining to the matter will be retained. These firm files include, for example, firm administrative records, time and expense reports, personnel and staffing materials, and credit and accounting records, and internal lawyers' work-product, such as drafts, notes, internal memoranda, and legal and factual research, including investigative reports, prepared by or for the internal use of lawyers.

For various reasons, including the minimization of unnecessary storage expenses, we reserve the right to destroy or otherwise dispose of any such documents or other materials retained by us within a reasonable time after the termination of the engagement without further notice to you.

Advance Waiver of Conflicts. The Client understands and agrees that this is not an exclusive agreement and the Client is free to retain any other counsel of its choosing. We recognize that we shall be disqualified from representing any other client with interests materially and directly adverse to yours (i) in any matter which is substantially related to our representation of Client, and (ii) with respect to any matter where there is a reasonable probability that confidential information Client furnished to us could be used to its disadvantage. Client understands and agrees that, with those exceptions, we are free to represent other clients, including clients whose interests may conflict with the Client in litigation and other disputes, business transactions, or other legal matters. Client agrees that our representing it in this matter will not prevent or disqualify us from representing clients adverse to Client in other matters and that Client consents in advance to our undertaking such adverse representations.

Post-Engagement Matters. You are engaging the Firm to provide legal services in connection with a specific matter. After completion of the matter, changes may occur in the applicable laws or regulations that could have an impact upon your future rights and liabilities. Unless you engage us after completion of the matter to provide additional advice on issues arising

from the matter or other circumstances, the Firm has no continuing obligation to advise you with respect to future legal developments.

Subsequent New Matters. When we are engaged by a new client on a particular matter, we are often later asked to work on additional matters. Such new matters may be subject to a new, signed retainer agreement, but if no revised agreement is executed, the terms set forth herein shall apply for all future matters unless revised in writing. Similarly, unless specifically noted in this agreement, this agreement does not cover and is not a commitment by either of us to undertake any appeals or other future phases of representation.

Entire Agreement. This letter represents the entire agreement between you and the Firm and supersedes any prior agreements. There are no other representations or agreements between the parties other than those set forth herein. No other person other than the Client is relying or is entitled to rely on any representations contained herein. In addition, no changes may be made to this agreement without the written consent of all parties.

Dispute Resolution. In the event of any dispute relating to our representation, any proceeding will be venued in Polk County, Iowa, and the relationship between you and the Firm and all issues relating to this engagement will be governed by Iowa law and rules of professional ethics without regard to conflicts of law principles. You and the Firm agree to waive the right to a trial by jury.

We are honored to be given the opportunity to represent you in this matter. Please review this letter carefully and if it meets with your approval, please sign and return it to me with your retainer so that we may begin work on the new matter.

Please call me if you have any questions.

Very truly yours,

Kristina M. Stanger

Kristina M. Stanger

KMS/mbb

AGREED:
City of Van Meter

By: _____

Dated: _____

Agenda Item #13

Discussion and Consideration:

Resolution #2025-80 Approving a Proposal for Lawn & Field Care and Weed Management for the City of Van Meter

Submitted for: **Discussion and Consideration**

The Parks Board had expressed concern with the quality of lawn/weed care of the park & rec facilities. The P&R Director acknowledges that there are some gaps in coverage. The Public Works Director also identified some gaps in coverage. The City Administrator reviewed the current services provided by Custom Lawn Care and the proposal from All American. The City Administrator, Public Works Director and Parks & Rec Director recommend approval of the proposal from All American Turf.

Recommendation: **Approval**

Sample Language: Motion to adopt Resolution #2025-80 Approving a Proposal for Lawn & Field Care and Weed Management for the City of Van Meter

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

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

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

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

Resolution #2025-80

“A Resolution Awarding a Proposal for Services for Lawn Care to All American Turf”

Whereas, the City of Van Meter requires lawn care & weed management services for city owned green spaces including parks, the cemetery and yards; and

Whereas, the City Administrator has reviewed a proposal from All American Turf for lawn care and weed management at the Rec Complex, Van Meter Cemetery, Van Meter Public Library, City Hall, & various parks and recommends approval for services; now

Therefore, be it resolved by the Van Meter City Council that the proposal for lawn care services is awarded to All American Turf.

Passed and approved this 9th day of June, 2025

Joe Herman, Mayor

ATTEST:

Jessica Drake, City Clerk

All American Turf Beauty

City of Van Meter Lawn Care Proposal

Early Spring Application Soccer, Baseball, Softball Fields Cemetery Library Memorial Park Johnson Park	Early Spring Dry + Broadleaf Weed Control 18-0-4 w/.426% Barricade and Change Up Herbicide
Late Spring Application Soccer, Baseball, Softball Fields Cemetery Library Memorial Park	Late Spring Dry + Broadleaf Weed Control 30-0-6 w/25% SCU and Sublime Herbicide@ 1# N/1000 Sq. Ft
Summer Application w/ Grub Preventer Soccer, Baseball, Softball Fields Library Memorial Park	Summer Application Dry + Grub Control 21-0-4 w/50% SCU & .2% Grub Out @ ¾ # N/1000 Sq. Ft
Fall Application Soccer, Baseball, Softball Fields Cemetery Library Memorial Park Johnson Park	Fall Dry + Broadleaf Weed Control 30-0-06 w/25% SCU and Triad T Select @ 1# N/1000 Sq. Ft

Spring (optional) Softball/Baseball Infields	Sensitive Vegetation Control for Weeds
Fall Application (optional) Softball/Baseball Infields	Sensitive Vegetation Control for Weeds

Cost Per Application

Lawn Care	Vegetation Control
Early Spring Application: \$3080 Late Spring Application: \$2278 Summer Application: \$1610 Fall Application: \$2636	Spring: \$595 Fall: \$595 Optional. If needed for weeds in these areas.

Vendor#	7	CUSTOM LAWN CARE & LANDSCAPING	Phone	(515)758-3038			
Alpha ID	CUSTOM LAWN CARE	36250 HULL COURT	Last Inv#	5120	Purchases YTD	1,163.80	
Contact:			Last Inv Dt	5/12/25	Purchases LYR	8,593.88	
FAX		EARLHAM IA	Last Payment	1,163.80	Purchases 2YR	6,608.92	
Cell		50072	Last Pmt Date	5/13/25	On Order Bal		
			Last Check #	33406	Balance		
Inv Date	Invoice #	St Reference	Invoice Amt	Unpaid	Check #	Check Dt	
9/09/24	4509	P STEP 3 FIELD MAINT.	1,120.10		32900	9/10/24	
9/09/24	4584	P STEP 4 PR LAWN CARE	1,968.80		32900	9/10/24	
11/25/24	4856	P SOCCER FIELD AERATION & SEED	1,985.00		33102	11/26/24	
5/12/25	5120	P CRABGRASS CONTROL & FERTILIZER	1,163.80		33406	5/13/25	

Agenda Item #14

Discussion and Consideration:

Resolution #2025-81 Approving an Agreement for Professional Services with Veenstra & Kimm, Inc. – Richland Road Drainage Culvert Repair

Submitted for: **Discussion and Consideration**

During the Master Trails Project, Bolton & Menk identified a drainage culvert on Richland Road in need of repair. Public Works Director McCombs and City Engineer Johnson reviewed the findings and concur that repairs are needed. Veenstra & Kimm has provided an agreement for Professional Services to facilitate the work. The City Administrator recommends approval.

Recommendation: **Approval**

Sample Language: Motion to adopt Resolution #2025-81 Approving an Agreement for Professional Services with Veenstra & Kimm, Inc. – Richland Road Drainage Culvert Repair

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

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

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

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

Resolution #2025-81

“A Resolution to Approve an Agreement for Professional Services with Veenstra & Kimm, Inc – Richland Road Drainage Culvert Repairs”

Whereas, Public Works Director McCombs has identified a drainage culvert on Richland Road in need of repair; and

Whereas, Veenstra & Kimm has provided an agreement for professional services relating to the repair; and

Whereas, the City Administrator recommends approval of the Agreement for Professional Services; now

Therefore, be it resolved by the Van Meter City Council that the Agreement for Professional Services with Veenstra & Kimm, Inc. – Richland Road Drainage Culvert Repairs 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 9th day of June, 2025

Joe Herman, Mayor

ATTEST:

Jessica Drake, City Clerk

Agenda Item #15

Discussion and Consideration:

Resolution #2025-82 Certifying One Question pertaining to the City of Van Meter on the 2025 City/School Ballot on November 4, 2025

Submitted for: **Discussion and Consideration**

As previously discussed, the City does not have a hotel/motel tax in place. This is not a tax assessed to the residents of Van Meter. This is a tax that would be required to be collected by property owners of hotels, motels, and short-term rentals within the City Limits of Van Meter and then the City collects the revenue from the taxes received. Half of the revenue received is required to be used for support of park & recreation programming. This would be similar to LOST or sales tax (collected at the time of sale, sent to the Iowa Department of Revenue and then allocated to the City on a monthly basis). The question has to be approved by a simple majority on a ballot vote. The City currently has no hotels or motels. However, there are at least 2 short-term rentals within City limits at this point in time. In order to have the issue considered on the Ballot, Council has to pass a resolution certifying the issue and the City Clerk must provide the resolution to the County Auditor prior to the August deadline.

“Shall the City of Van Meter, Iowa, be authorized to impose a hotel and motel tax at the rate of seven percent (7%), effective January 1, 2026, with at least fifty percent (50%) of the revenues derived from the tax to be used for park and recreation programs and facilities for the City of Van Meter?”

Recommendation: **Approval**

Sample Language: Motion to adopt Resolution #2025-82 Certifying One Question pertaining to the City of Van Meter on the 2025 City/School Ballot on November 4, 2025

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

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

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

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

Resolution #2023-82

"A Resolution to Certify One Question pertaining to the Van Meter Public Library on the 2025 City/School Election Ballot on November 4, 2025"

Whereas, there is no effective hotel/motel tax established in the City of Van Meter; and

Whereas, the City Council of the City of Van Meter wishes to implement a Hotel Motel tax at the rate of 7% effective January 1, 2026; and

Therefore, be it resolved by the Van Meter City Council that the following one (1) question be placed on the November 4, 2025 ballot and that the City Clerk shall be directed to provide the ballot information to the Dallas County Auditor prior to the deadline in August 2025 for inclusion on the ballot of the 2025 City/School Election:

1. "Shall the City of Van Meter, Iowa, be authorized to impose a hotel and motel tax at the rate of seven percent (7%), effective January 1, 2026, with at least fifty percent (50%) of the revenues derived from the tax to be used for park and recreation programs and facilities for the City of Van Meter?"

Passed and approved this 9th day of June, 2025

Joe Herman, Mayor

ATTEST: Jessica Drake, City Clerk

Agenda Item #16

Discussion and Consideration:

Resolution #2025-83 Approving an Amendment to An Agreement for Professional Services with Invision Architecture

Submitted for: **Discussion and Consideration**

The City awarded a contract to Invision Architecture in February 2025 for professional services relating to the Municipal Building Project and the initial phase of the project is complete and it necessary to amend the agreement to proceed with schematic design and construction administration of the project at an estimated cost of \$347,500; and

Recommendation: **Approval**

Sample Language: Motion to adopt Resolution #2025-83 Approving an Amendment to An Agreement for Professional Services with Invision Architecture

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

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

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

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

Resolution #2025-83

“A Resolution Approving an Amendment to the Agreement for Professional Services with Invision Architecture – Municipal Building Project”

Whereas, the City awarded a contract to Invision Architecture in February 2025 for professional services relating to the Municipal Building Project; and

Whereas; the initial phase of the project is complete and it necessary to amend the agreement to proceed with schematic design and construction administration of the project at an estimated cost of \$347,500; and

Whereas, the City Administrator recommends approval of the Amendment; now

Therefore, be it resolved by the Van Meter City Council that the amendment to the Agreement for Professional Services with Invision Architecture 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 9th day of June, 2025

Joe Herman, Mayor

ATTEST:

Jessica Drake, City Clerk



AIA® Document G802® – 2017

Amendment to the Professional Services Agreement

PROJECT: *(name and address)*

24117 Van Meter Public Library, Police
Station and Firestation
601 Main Street
Van Meter, IA

AGREEMENT INFORMATION:

Date: January 13, 2025

AMENDMENT INFORMATION:

Amendment Number: 001

Date: June 6, 2025

OWNER: *(name and address)*

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

ARCHITECT: *(name and address)*

INVISION Architecture, LLC
900 Mulberry St.
Des Moines, IA 50309

The Owner and Architect amend the Agreement as follows:

Update project description: The project involves renovating the interior of a historic building to create the new Van Meter Public Library and community meeting spaces, ensuring room for future growth, staff areas, private study rooms, a flexible program room, and a community meeting room. Additionally, an addition will be constructed to house the volunteer fire station and police station, including pull-through apparatus bays, dedicated areas for full-time police staff, and robust construction to meet level 4 critical infrastructure standards. The entire building will receive updated HVAC, electrical, telecom, and utility systems. As the structure is not listed as historic, it will not pursue Historic Tax Credits or be subject to SHPO review. Design fees included in this amendment cover civil, structural, architectural, and MEP/T services for Schematic Design-Construction Administration.

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:

(Provide total and, if known, a line item breakdown.)

Estimated construction cost \$5,000,000

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

.1 Design phase milestone dates, if any:

Schematic Design complete by approximately September 1, 2025
Design Development complete by approximately January 1, 2026
Construction Documents complete by approximately April 1, 2026
Bidding and Negotiations complete by approximately May 1, 2026

.2 Construction commencement date:

Approximately June 1, 2026

.3 Substantial Completion date or dates:

Approximately June 1, 2027

§ 4.2.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

.2 Bi-weekly, not to exceed « twenty » (« 20 »), visits to the site by the Architect during construction

§ 4.2.5 If the services covered by this Agreement have not been completed by June 30, 2027, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

.1 Stipulated Sum
(Insert amount)

Schematic Design through Construction Administration lump sum fee based on 6.95% of the Design Development estimate for construction, inclusive of alternates and contingencies, provided by Edge Companies

Until fee is finalized, INVISION will invoice against an estimated lump sum fee of \$347,500

§ 11.5 When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows:

Schematic Design Phase	fifteen	percent (« 15»	%)
Design Development Phase	thirty	percent (« 30»	%)
Construction Documents Phase	twenty	percent (« 20»	%)
Procurement Phase	five	percent (« 5»	%)
Construction Phase	thirty	percent (« 30»	%)
Total Basic Compensation	one hundred	percent (100 %)

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

Compensation Adjustment:

Schematic Design through Construction Administration estimated lump sum fee of \$347,500

Schedule Adjustment:

See § 1.1.4 above

SIGNATURES:

INVISION Architecture, LLC

ARCHITECT (Firm name)

SIGNATURE

Jason DeVries, AIA, Principal

PRINTED NAME AND TITLE

06.06.25

DATE

City of Van Meter

OWNER (Firm name)

SIGNATURE

Elizabeth Faust, City Administrator

PRINTED NAME AND TITLE

DATE

Agenda Item #17

Discussion and Consideration:

Resolution #2025-84 Authorizing a Change In Operating Hours at City Hall

Submitted for: **Discussion and Consideration**

Staff recommends amending the hours of City Hall to be closed on the Friday following only Council Regular Business meetings. This would result in a decrease of office hours of 6 hours a month total. If appointments or meetings dictated that staff be available, that would take precedence. The Friday following the Regular Council meeting does not impact the utility billing process, payroll process or other reporting deadlines.

City Hall would be closed the following Fridays for the remainder of 2025 if approved:

Friday, July 18, 2025

Friday, August 15, 2025

Friday, September 12, 2025

Friday, October 17, 2025

Friday, November 14, 2025

Friday, December 12, 2025

Recommendation: **Approval**

Sample Language: Motion to adopt Resolution #2025-84 Authorizing a Change In Operating Hours at City Hall

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

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

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

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

Resolution #2025-84

"A Resolution to Adjust Hours of City Hall"

Whereas, the City Administrator recommends closing City Hall on certain Fridays (1 Friday a month), and

Whereas, the change will take place effective July 1, 2025, now

Therefore, be it resolved; that the City Council of the City of Van Meter hereby closing City Hall on the following Fridays through the remainder of 2025:

Friday, July 18, 2025

Friday, August 15, 2025

Friday, September 12, 2025

Friday, October 17, 2025

Friday, November 14, 2025

Friday, December 12, 2025

Passed this 9th day of June, 2025.

Joe Herman, Mayor

ATTEST: Jessica Drake, City Clerk

City Hall Hours for Other Cities

From Larain Climer <lclimer@vanmeteria.gov>

Date Wed 6/4/2025 4:10 PM

To Jess Drake <jdrake@vanmeteria.gov>; Elizabeth (Liz) Faust <lfaust@vanmeteria.gov>

City Hall Hours

Earlham- 7-3:30 Mon-Fri

Winterset- 8-4:30 Mon-Fri

Adel- 7:30-4:30 Mon- Thurs, 7:30-12 Friday

Dallas Center- 7:30-4 Mon-Fri

De Soto- 7:30-4 Mon-Fri

Perry- 7:30-4:30 Mon-Fri

Indianola- 8-5 Mon-Fri

Story City- 1-4:30 Mon, 8-4:30 Tues-Fri

Boone- 8-5 Mon-Fri

Madrid- 8-4 Mon-Fri

Dexter- 9-5:30 Mon-Tues, 8-4:30 Wed-Fri

Stuart- 8-4:30 Mon-Fri

Agenda Item #18

Reports

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

1. Steering Committee members attended the Community Committee meeting led by Invision at the school. There were 4 members that attended and provided good feedback and asked good questions.
2. 601 Building Project – Raccoon River Days recap at the meeting.
3. Jess is out the week of June 9 for continuing education through Iowa Municipal Professionals Institute. This week will almost complete the required instruction to become an accredited City Clerk.
4. Jess and Liz met with Justin and Maddie from Bolton & Menk to discuss the grant application for the F90 and Richland Road roundabout. The application is due at the end of June. A letter of support will be available online the week of 6/9 for the community to review & support.
5. Jess & Sam have been working with Bolton & Menk and Dustin Jones on accessibility options for GRE and should have a plan to bring forward to Council in July.
6. The June Workshop on June 23 will be held at the school – Planning & Zoning Training by Iowa State.
7. The City has received 4 responses regarding the legal services RFP. Staff sent a follow-up to the RFP on 5/13/25. Review will begin the week of 6/9.
8. Please continue your review of the policy manual and provide feedback to Jess prior to the July meeting.
9. Please consider a change to the standing agenda of moving the staff reports to after the consent agenda instead of the end of the meeting.
10. As previously discussed, the elimination of certain tax levies as a result of HF718 has left a balance in those funds of over \$100,000. We have discussed necessary city hall renovations. Plans are included for your review.
11. The Welcome/Entry sign is in need of updates. RJ Landscaping provided a proposal. The Park Board reviewed the proposal on June 5. There are some additional options to consider prior to approval. Please review the initial proposal and staff will work to provide a recommendation in July. Changes/Updates will not take place until the fall.
12. Staff will be working with Public Works to wrap up the meter conversion in June/July so that when development starts on the new software, we don't run into any issue.

Date:1/09/24

Estimate:

Project: Van Meter City Hall

To ; Joe Herman

Description	Total
Demo 2 bathrooms replace sheetrock/finish/paint/ replace doors	
Renovate display area to 2 offices and 1 meeting room, add new suspended ceiling. Drywall and paint	
Add 10 feet of cabinets with sink and countertop/ remove 14 feet of wall to 9 foot 6 inches build L shaped wall to existing ceiling, install new suspended ceiling. New doors, daylight windows on interior walls, trim exterior window. Drywall and paint	
Move wall in City Managers office, add suspended ceiling replace door, trim new window. Drywall and paint	
Move wall in copy room replace 3 doors in that area, drywall, paint, suspended ceiling.	
Labor and Material	\$54,782.00
This estimate includes no plumbing or electric	
Permit cost will be additional	
Contractor fee 10 %	\$5,475.00

Greer Home Services, LLC.
Steve Greer

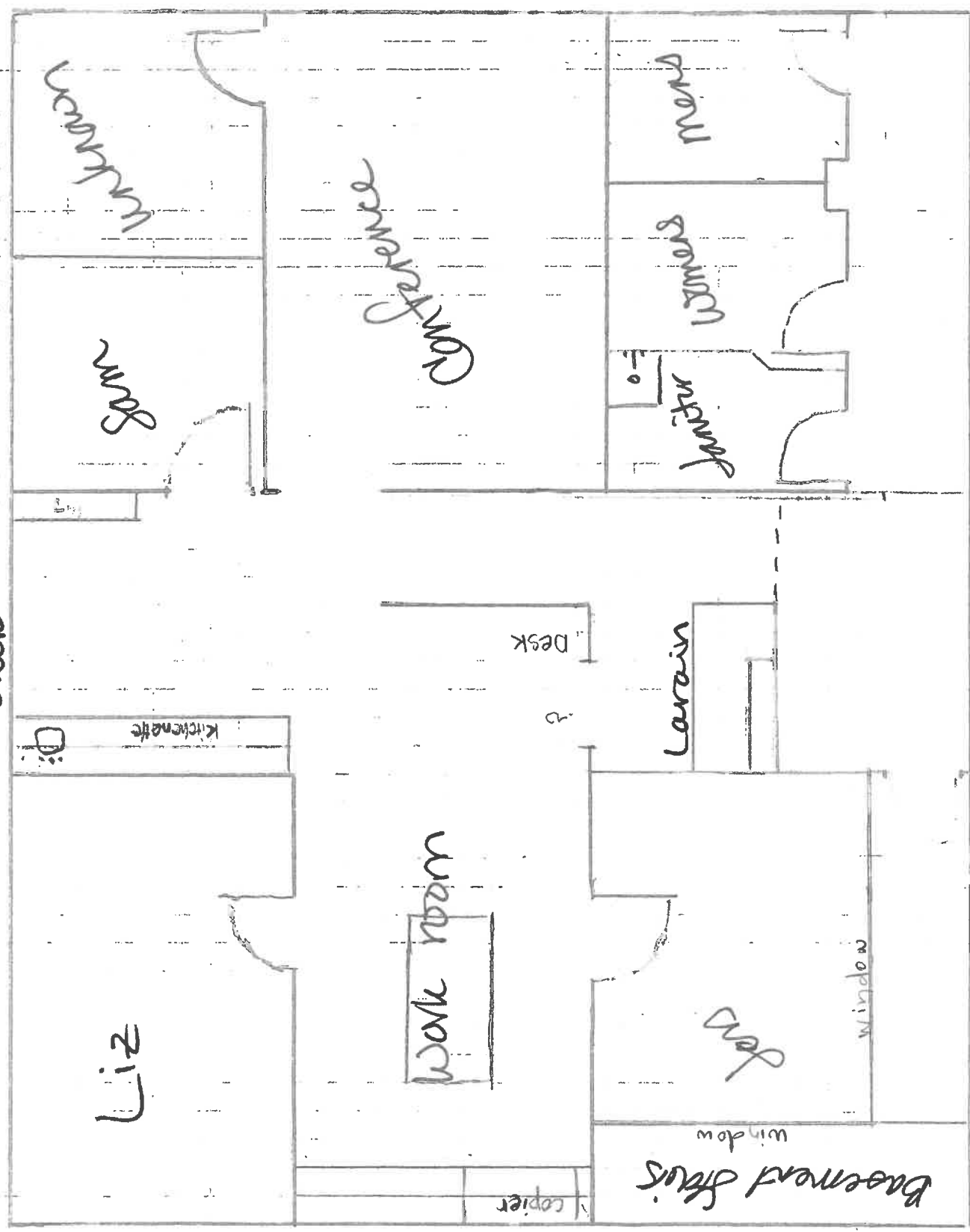
28542 330th Way
Adel, IA 50003

Phone: 515-868-3123
Email:greerhs@hotmail.com

60,257⁰⁰

Main Parking

Back



key card access
Cameras

Front Door

Staff Parking?



C&K Electric , LLC
430 E Mckinley Ave. | PO Box 35004
Des Moines, IA 50315
(515) 474-4865
Chase@c-kelectric.org

Date: 3/18/25

Project: Van Meter City Hall Renovation

To: Liz Faust, Joe Herman- City of Van Meter

The following is pricing and summary of the scope of work for the above referenced project. Thank you for the opportunity to work together.

Bid Package as Follows:

- Demo electrical and data in walls being removed
- Demo existing light fixtures
- Install rough-in wiring in new walls/offices with existing circuitry
- Install 1 CAT5e cable and RJ-45 jack to each office
- Install 2x4 LED light fixtures in grid ceiling as shown on lighting plan
- Install 6- 6" LED recessed lights in conference room
- Install 1- 8' Linear light fixture in conference room
- Install 2- exhaust fans in men's and women's restrooms
- Install power and data in millwork at front entry
- Install CAT5e cables to relocate printer/data closet to new location on drawing
- Install time clock located in basement to control common area lighting
- Install electrical floor box beneath conference table in conference room
- Install emergency lighting to code requirements
- Install 4- 120v 20amp circuits to kitchen area

Total: \$34,696.14

Camera & Door Access Control

-Install 4 cameras throughout the building, monitoring entry way, exits and parking lot

-Install door access to rear entry door with card reader or RFID technology

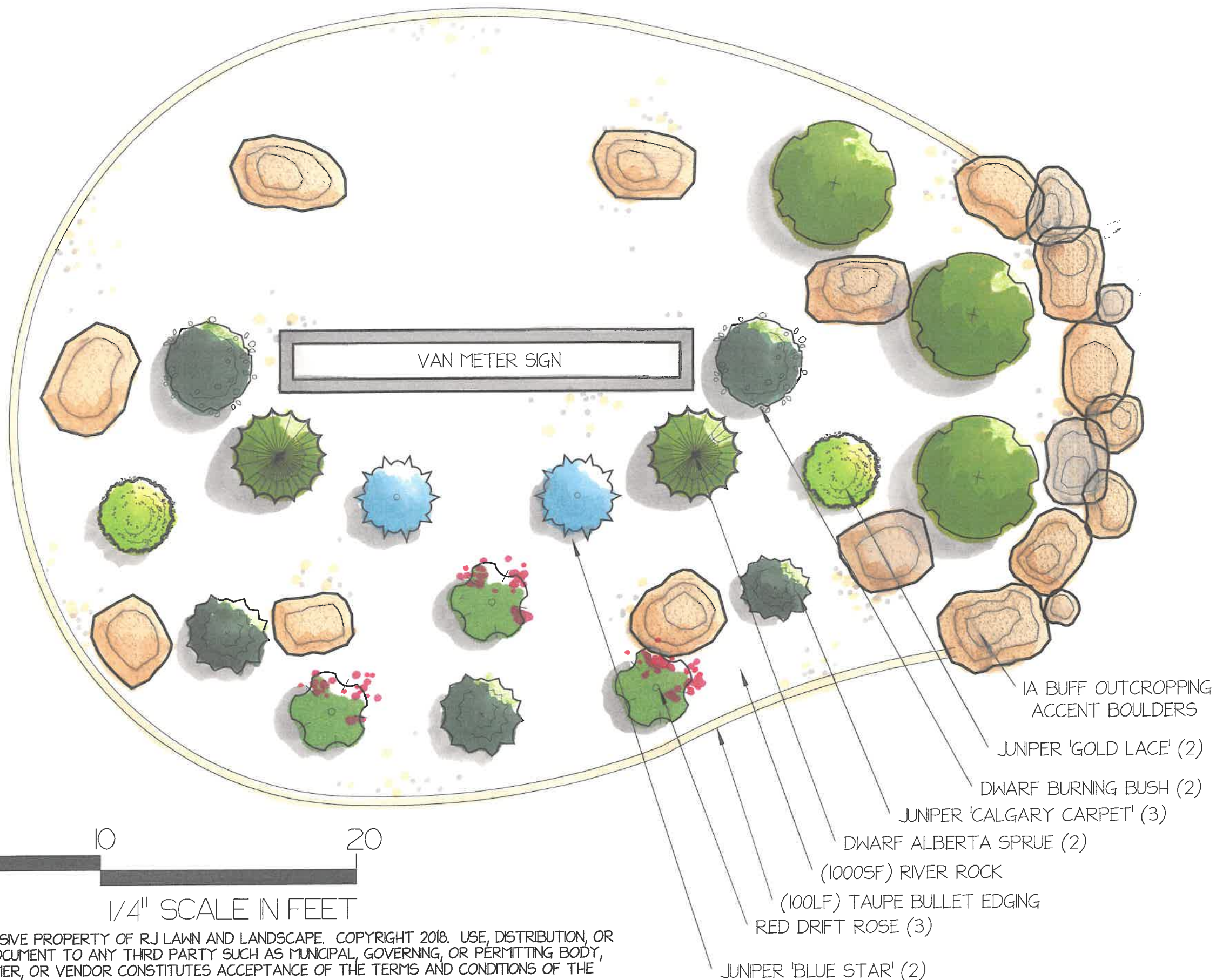
***Subject to change upon product and system selection**

Total: \$15,602.45

Grand Total: \$50,298.59

Clarifications and exclusions:

1. Quote includes disposal of existing light fixtures
2. Quote based on normal working hours, excludes after hours rate.
3. Project will be progress billed at 30% of project- upon arrival of material to site and work beginning, 30% upon rough-in approval by city inspector, 40% upon final inspection approval by city inspector
4. Trash to General Contractor's central dumpster
5. Excludes additional insurance requirements, scaffolding, heat, protection, winter conditions, electricity, potable water, crane, and boom lifts over 85' due to site conditions
6. Excludes all work not explicitly stated above, Any additional work requested by General contractor will be approved by owner and completed on a time and material basis.
7. Quote based on C&K access to work areas, deficiencies caused by unforeseen conditions to be charged accordingly
8. Parking to be provided by GC, metered parking to be additional if required



THIS PLAN IS THE EXCLUSIVE PROPERTY OF RJ LAWN AND LANDSCAPE. COPYRIGHT 2018. USE, DISTRIBUTION, OR SUBMITTAL OF THIS DOCUMENT TO ANY THIRD PARTY SUCH AS MUNICIPAL, GOVERNING, OR PERMITTING BODY, CONTRACTOR, CUSTOMER, OR VENDOR CONSTITUTES ACCEPTANCE OF THE TERMS AND CONDITIONS OF THE RJ LAWN AND LANDSCAPE WRITTEN PROPOSAL DATED: _____

655 INTERSTATE PKWY
WALKEE, IA 50263
(515) 987-4394



A LANDSCAPE PLAN FOR:
VAN METER SIGN
340TH TRAIL X
VETERANS MEMORIAL DR.
VAN METER, IA 50261





Van Meter
tradition with a vision

Richland Road Trail update

From Justin Nickel <justin.nickel@bolton-menk.com>

Date Tue 6/3/2025 4:12 PM

To Jess Drake <jdrake@vanmeteria.gov>

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

60% plans will be submitted to the Iowa DOT today. Environmental and archeological information has been submitted to the DOT in May.

Final (100%) plans will be submitted to the DOT by July 15, 2025 for the DOT to bid the project in October 2025.





Real People. Real Solutions.



Justin Nickel, PE (IA)
Municipal Project Manager
Bolton & Menk, Inc.

 430 E. Grand Avenue Suite 101, Des Moines, Iowa, 50309

 (515) 513-0435

 (515) 336-4307

 justin.nickel@bolton-menk.com

 www.Bolton-Menk.com

Richland Road Trail Update

From Justin Nickel <justin.nickel@bolton-menk.com>

Date Fri 5/16/2025 2:45 PM

To Jess Drake <jdrake@vanmeteria.gov>; Elizabeth (Liz) Faust <lfaust@vanmeteria.gov>

Jess and Liz - Environmental and Archeological documents were submitted to the DOT this week, ahead of schedule. The documents were due by 6.3.2025 per the DOT's timeline. Our design engineer is working on updating plans per the Iowa DOT's review of plans submitted in March. The next checkpoint for plans is due by 6.3.2025. After the environmental and archeological documents have been approved, right of way acquisition can begin. A temporary construction easement is necessary from the School District and from the United Methodist Church.

Plans are progressing on schedule with the timeline set forth by the DOT. The current schedule calls for a bid opening in October.

Please let me know if you have any questions or concerns!
Thank you and have a great weekend!



Real People. Real Solutions.



Justin Nickel, PE (IA)
Municipal Project Manager
Bolton & Menk, Inc.

📍 430 E. Grand Avenue Suite 101, Des Moines, Iowa, 50309

☎ (515) 513-0435

📞 (515) 336-4307

✉ justin.nickel@bolton-menk.com

🌐 www.Bolton-Menk.com

Van Meter Parks Master Plan



Welcome to Raccoon River Days!

This event is a perfect opportunity for the Van Meter community to rally together and engage in fun for all ages.

Thank you for stopping by to discuss the future of Van Meter parks and trails system. **The City understands the need for a Parks Master Plan to help guide the future of their parks, trails, and outdoor amenities, but they need your help to make it happen!**

Project QR Code:



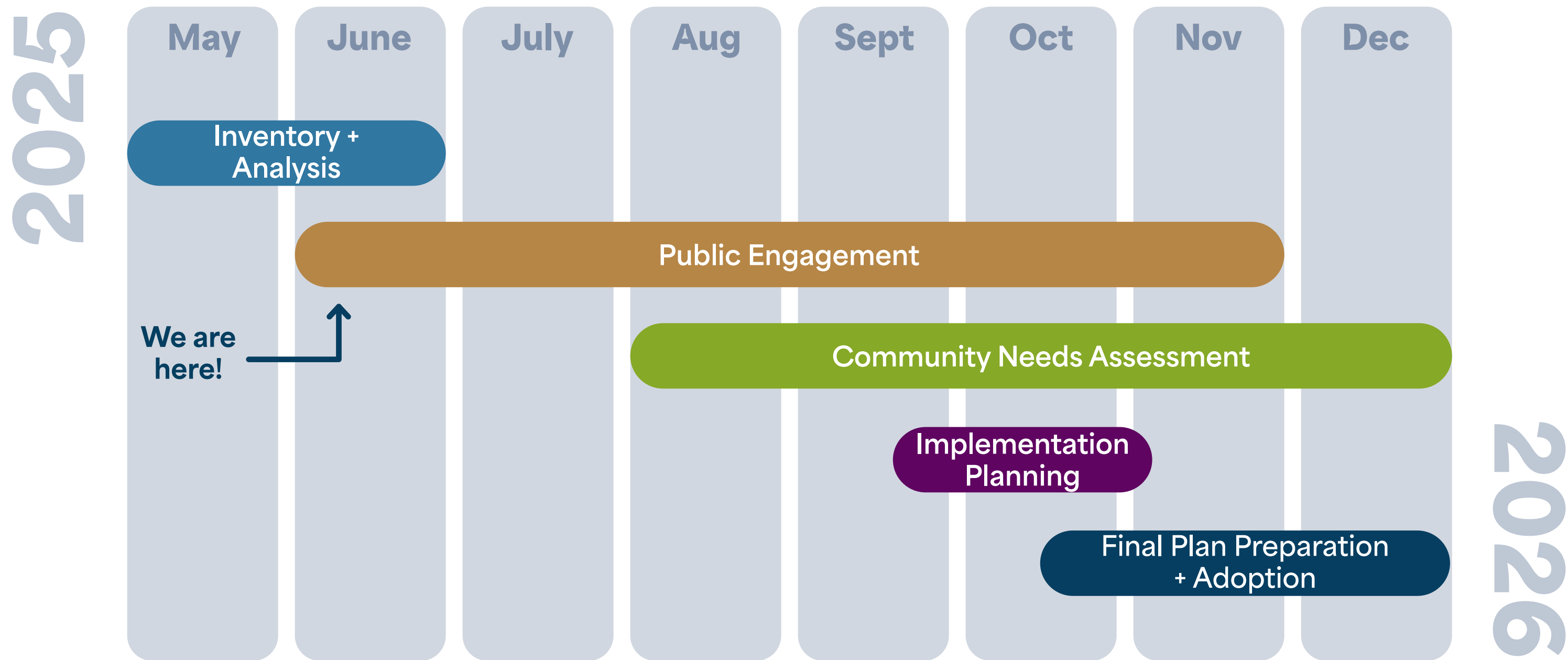
Please scan this QR code to complete a short online survey!

What We’re Doing:

Over the course of the next 6 months, we’ll be developing a parks master plan document for your community. A **parks master plan** is a **policy document that helps guide future decision-making for a community’s network of parks, trails, and open spaces**. It includes recommendations based on public engagement findings and a needs assessment process, and aims to identify and align resources to effectively plan and make improvements over the next 10 years.



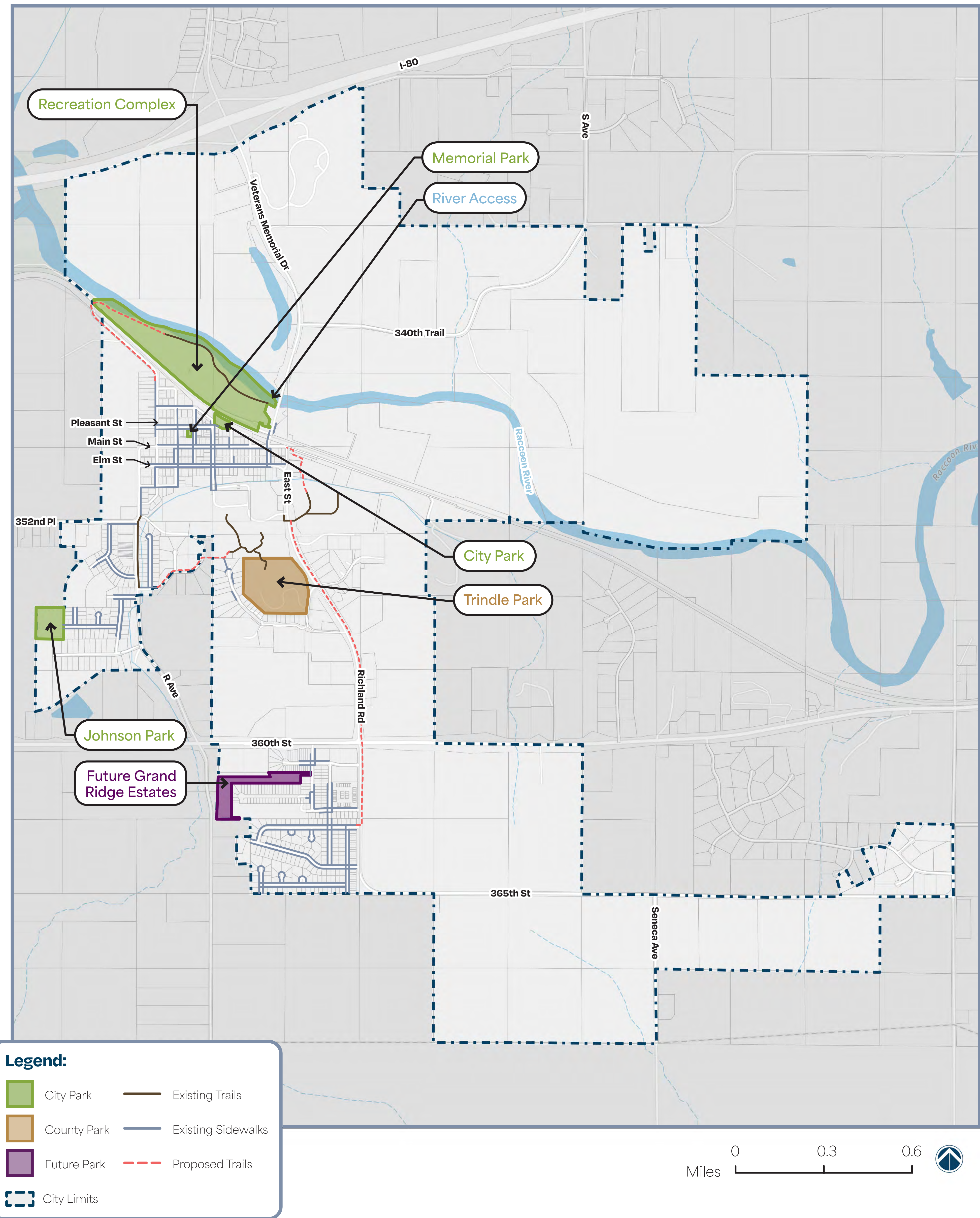
Where We Are:



The Parks + Trails



Help us understand the way you use your park and trail system! What do you enjoy or dislike about your parks and trails? What would you like to see added or removed from the system? **Please place sticky notes with any comments anywhere below!**



What amenities + facilities do you feel are missing from the park and trail system?

Show us by placing up to three sticky dots next to your top choices! Let us know if there's anything we missed by leaving a comment below.

Safety, Comfort and Accessibility



Accessible Play Features



Safety Crossing Opportunities



Interpretive Signage



Pedestrian Lighting



Shade Structures

Gathering Spaces + Unique Features



Gathering/Hang-Out Spots



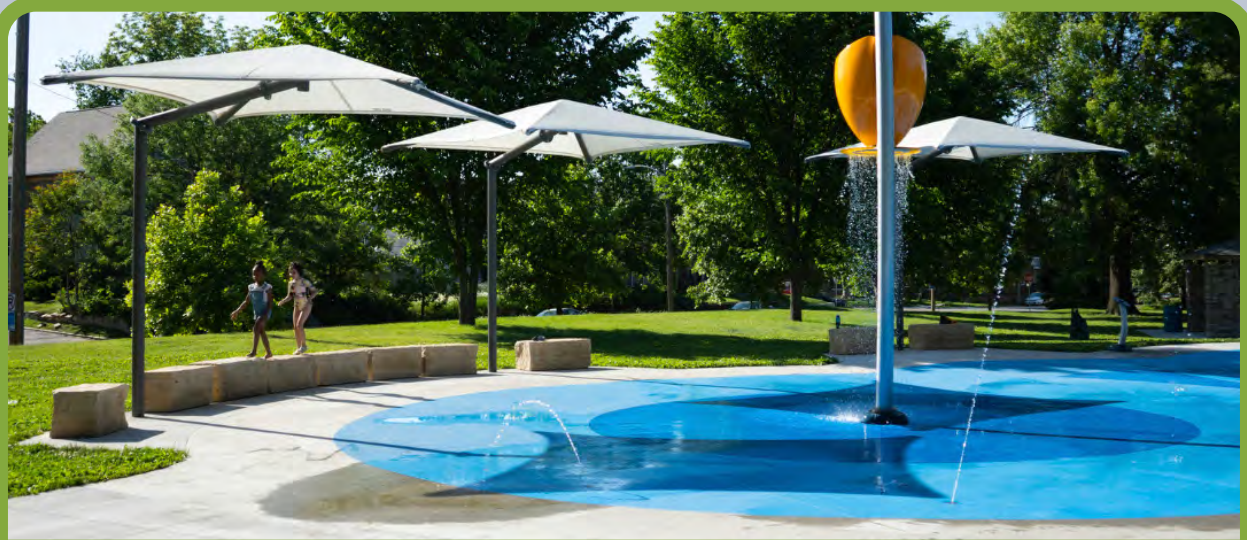
Natural Areas



Nature Playgrounds



Picnic Shelters/Structures



Splash Pad / Water Feature

Outdoor Recreational Opportunities



Basketball Courts



Pickleball Courts



Tennis Courts



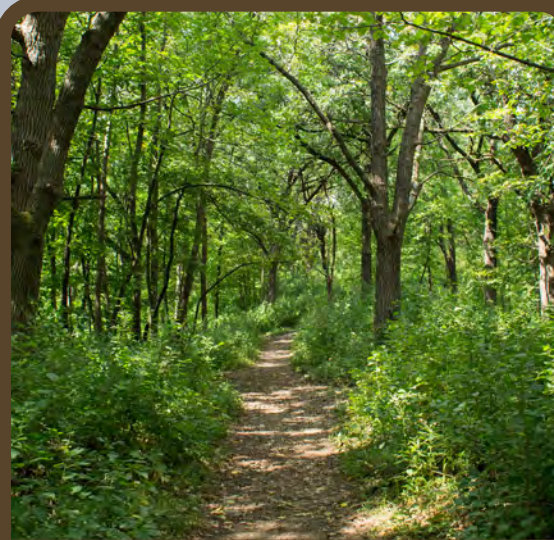
River Access



Improved Multi-Use Sports Fields



Improved Softball + Baseball Fields



Soft Trails



Hard Trails

VAN METER

PUBLIC LIBRARY & SAFETY FACILITY



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

Van Meter Fire Department

Fire Chief Mark Schmitt



Monthly Report to Council

May 2025

Training

May training was boat operations



Significant Calls

May was very busy, structure fire May 15th, approximately \$650k loss.



Projects, Activities, & Special Events

Continued meetings on new station

Boards, Groups, and Associations

For the good of the Department

We are currently trending at about an 18% call volume increase from 2024 to 2025 year to date.

Participated in the Memorial Day Marine walk at the cemetery.

Monthly Call Report

<i>April 2025</i>	<i>Total</i>	<i>Responded</i>	<i>No Response</i>	<i>Fire</i>	<i>EMS</i>
<i>De Soto</i>	<i>15</i>	<i>10</i>	<i>5</i>	<i>4</i>	<i>11</i>
<i>Van Meter</i>	<i>23</i>	<i>19</i>	<i>4</i>	<i>6</i>	<i>17</i>
<i>Mutual aid</i>	<i>1</i>	<i>1</i>		<i>1</i>	
<i>Total</i>	<i>39</i>	<i>30</i>	<i>9</i>	<i>11</i>	<i>28</i>

Of the 9 no response calls, 5 were EMS calls to DeSoto, and 4 EMS call in Van Meter.

Year to Date Statistics

01/01/2025

Total Calls:

Y2D: 544

Traffic Stops:

239

May Statistics

Total Calls:

Month: 145

Traffic Stops:

53

Training/ Updates

Lots of planning and meetings for Raccoon River Days. We are excited to see the community come together for these types of events and the amount of coordination it takes for them to be successful. Thank you to all the residents and council members for your time and dedication!

Traffic has increased through town due to the closures on F90. We have shifted focus to the portions of the city receiving more traffic for the time being.

As you may have noticed we have an officer out every day of the week. We have implemented a temporary summer schedule to try out that provides coverage in the afternoon 7 days a week. While also providing the officers every other weekend off on a predictable schedule setup.

The department is committed to community policing and building relationships with the citizens of our community. With that in mind, we are stopping out to parks and community events to help the community get to know all of us a little better.

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



Work reflected took place between May 8th to June 7th

- May 8th—University Kids Outreach; PM StoryTime; Chick-Fil-A Food Truck
- May 9th—Kids Care Outreach; Inspired Kids Outreach
- Week of May 12th—Gettin' Crafty @ the Library (Door Hanger)
- May 12th—City Council Meeting
- May 13th—AM StoryTime
- May 14th—Library Board Meeting
- May 16th—End of Year Scoop & Social
- May 19th—Dallas County Library Association Meeting; Association for Rural and Small Libraries Regional Focus Group
- May 20th—So You're Planning A Book Event.....a Physical and Digital Safety Workshop Webinar sponsored by PEN America
- May 21st—Community focus group meeting @ Van Meter School
- May 22nd—PM StoryTime
- Week of May 26th—Gettin' Crafty @ the Library (Butterfly)
- May 26th—CLOSED
- May 27th—AM StoryTime; Books & Banter Book Club
- May 29th—2026 All Iowa Reads Children's Book Meeting
- May 31st—Summer Reading Kick-Off Event
- Month of June—Color Our World (Around the Town) Scavenger Hunt
- Week of June 2nd—Color by Numbers; Honeycomb Maze (Passive Activities)
- June 2nd—Mini-Comics with Collier (Summer Reading Event)
- June 7th—Saturday StoryTime; Book Sale Event

May was a record setting month for visitors at the library! 900 people came in to attend an event, check out books, get a library card, and so much more! We are thrilled with the amount of support we have received!

Summer Reading registration began on May 16th. 111 kids registered the first day during the Scoop & Social. We were extremely busy! As of June 3rd, 273 children and adults have registered for the Color Our World Summer Reading Program. The program will last 8 weeks, and the goal is for each child to read 480 minutes, or 1 hour a week. We also have many events planned for children, adults, and families. These

include our annual book sale, Tiny Art Show, and Art in the Park, a collaboration between the library and the Park and Rec Board.

We are excited about our programming and can't wait to share final numbers with you in August!

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	900		5680
Library checkouts	1524	1093	911	1065	877	859	834	822	987	926	1331		11229
E-books & e-audiobooks check-out	446	343	410	452	497	388	453	354	426	343	422		4534
Total Circulation	1970	1436	1321	1517	1374	1247	1287	1176	1413	1269	1753		15763
Programs offered	20	0	16	19	17	12	14	18	16	11	16		159
Programming attendance	282	0	204	360	246	344	233	220	254	165	532		2840
Passive program participation	0	0	0	0	0	0	0	0	0	0	0		0
Total Programming	282	0	204	360	246	344	233	220	254	165	532		2840
Library visit schools/daycare	0	0	3	3	3	3	3	3	3	5	3		29
Groups/students visit library	0	0	1	0	0	2	0	0	0	0	2		5
Other Outreach	0	0	0	0	0	0	0	0	0	0	0		0
Total Outreach Participants	0	0	63	49	39	91	35	41	44	125	210		697
Total Outreach Events	0	0	4	3	3	3	3	3	3	5	4		31
Beanstack Active Readers	175	0	0	0	0	0	0	0	0	0	0		175
Beanstack Books Read	0	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	0		116,638
Computer usage	6	11	9	15	14	5	1	2	1	4	18		86
Wireless usage visits	42	98	69	120	125	64	67	129	140	124	140		1118
Reference questions	91	77	60	72	41	60	49	56	64	65	99		734
ILL Borrow Completed	31	23	11	29	18	14	24	12	28	22	14		226
ILL Lender Completed	17	22	9	9	11	13	27	18	18	17	24		185
Website Visits	487	390	338	370	338	439	462	312	351	332	495		4314

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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June 5, 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 May:

Right of Way Permit Application Reviews:

- V&K reviewed and provided comments for Mediacom Right of Way Permit application to upgrade communication cable within the City.
- V&K reviewed and provided comments for MidAmerican Energy to lower power poles at the intersection of 360th and Richland Road.

Subdivision Reviews:

- Trindle Ridge Plat 1 - J&K construction has responded back stating they will repair settled and cracked PCC pavement within the subdivision the week of June 9.
- Hudson Heights Plat 1 – Developer has repaired cracked PCC pavement panels in the street. One other location has been recently identified for the Developer to repair cracked PCC panel. Contractor to provide schedule to repair
- Grand Ridge Estates Plat 1 - Developer has repaired cracked PCC pavement panels.

City of Van Meter Construction Projects:

- Arlington Avenue Street Improvements – Contractor has performed demolition of the street and provided temporary pedestrian access. Contractor has received pipe and storm sewer structures. Contractor preparing for pipe construction for the week June 9.
- Water Main Improvements Phase 1 – Contractor has installed water main on Hazel street and installed connections 1, 2, and 3 to the existing system. Contractor will be testing water main the week of June 9. After water main passes bacteria testing, the Contractor will start installing new water service reconnections.
- Brookview Annexation – V&K is preparing plat of survey exhibits and legal description for the existing alignment of Brookview Lane.
- Richland Road Cross culvert – V&K has created the agreement to prepare design documents to replace storm culvert under Richland Road. This is an action item for the next City Council meeting.
- Water Treatment Plant Improvements – V&K is completing the IDNR Preliminary Engineer Report with information on process system for the new water plant. Draft will be sent to the City for review which includes cost estimate. Once we have the PER

completed, the next step is to provide information for the IDNR Environmental Review of the project.

- 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:

- Sanitary Lagoon System - V&K has tested the new equipment and working thru software bugs. The sonar equipment will be able to map the anticipated sludge thickness at the bottom of the lagoons.

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.*