

**City Council Regular**

**Business 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.

*The City of Van Meter is pleased to provide accommodations to disabled individuals or groups and encourages their participation in city government. Should special accommodations be required, please contact the City Clerk's office at least 48 hours in advance, at 515-996-2644 or [info@vanmeteria.gov](mailto:info@vanmeteria.gov) to have accommodations provided.*

**MEETING AGENDA:**

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Claims List - June 23, 2025**
- 5. Discussion & Consideration: Resolution #2025-86**  
Resolution #2025-86 Setting Date for Public Hearing and Additional Action on Proposal to Enter into General Obligation Urban Renewal Loan Agreement and to borrow money thereunder
- 6. Presentation: Planning & Zoning Training as presented by Iowa State Extension**
- 7. Adjournment**

Posted: Wednesday, June 18, 2025

# Agenda Item #1

## Call to Order

Mayor: *The time is 5:30pm on Monday, June 23, 2025.*

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

# **Agenda Item #2**

Roll Call - Introductions

# Agenda Item #3

## Approval of the Agenda

Submitted for: **ACTION**

Recommendation: **APPROVAL**

Sample Language:

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

City Administrator or Clerk: \_\_\_\_\_

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

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

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

Mayor: *Roll Call Please.*

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

Mayor: *The agenda is adopted as presented.*

# Agenda Item #4

## Claims Approval

Submitted for: **ACTION**

Due to the upcoming end of Fiscal Year 2025 on July 1, 2025, staff has processed certain claims for services performed, goods received or expenses incurred in FY25 that should be reflected in the FY25 expenses. **The Claims List will be provided on Monday, June 23, 2025.**

Recommendation: **APPROVAL**

Sample Language:

Motion to approve the Claims List dated June 23, 2025 as presented.

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

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

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

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

# Agenda Item #5

Discussion and Consideration: Resolution #2025-86 Setting Date for Public Hearing and Additional Action on Proposal to Enter into General Obligation Urban Renewal Loan Agreement and to borrow money thereunder

Submitted for: **ACTION**

As previously discussed, the City is pursuing a reverse referendum enabling issuance of General Obligation Bonds not to exceed \$5.6 million dollars to finance the Municipal Building Project at 601 Main Street. The project will rehabilitate, renovate, remodel and add to the existing structure to create a new Public Library, Fire Station, Police Station and community rooms. The Public Hearing will be held at the Van Meter United Methodist Church on Monday, July 14, 2025 at 7:00pm.

Recommendation: **APPROVAL**

Sample Language:

Motion to adopt Resolution #2025-86 Setting Date for Public Hearing and Additional Action on Proposal to Enter into General Obligation Urban Renewal Loan Agreement and to borrow money thereunder for Monday, July 14, 2025 at 7:00pm at the Van Meter United Methodist Church located at 100 Hazel Street, Van Meter, IA 50261.

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

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

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

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

June 18, 2025

**Via Email**

Liz Faust  
City Administrator/City Hall  
Van Meter, Iowa

Re: General Obligation Urban Renewal Loan Agreement  
Our File No. 420352-30

Dear Liz:

We have prepared and attach proceedings to be used at the June 23<sup>rd</sup> City Council meeting to enable the City Council to set July 14<sup>th</sup> as the date for the hearing on the General Obligation Urban Renewal Loan Agreement (the “Loan Agreement”) to be entered into with respect to the issuance of General Obligation Urban Renewal Bonds.

The documents attached include the following items:

1. Resolution fixing the date, time and place of the meeting at which it is proposed to hold the hearing and take action to enter into the Loan Agreement.

The form of notice of hearing is set out in Section 2 of the resolution. Please print an extra copy for delivery to the publisher. Please insert the time and place of the hearing in both the resolution and the notice.

2. Attestation Certificate with respect to the validity of the transcript.

3. Organization Certificate.

4. Publication Certificate with respect to publication of the notice, to which must be attached the publisher’s affidavits of publication with the clippings of the notice as published.

The notice of hearing on the Loan Agreement must be published at least once, not less than ten (10) and not more than twenty (20) days before the July 14th meeting date set for the hearing, in a legal newspaper which has a general circulation in Van Meter. **The last date on which this notice can be effectively published is Friday, July 4, 2025.**

Please scan and email a copy of the published notice to [lemke.susan@dorsey.com](mailto:lemke.susan@dorsey.com) as soon as it appears in the newspaper.

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As soon as possible after the City Council meeting, please return one fully executed copy of these proceedings.

If you have any questions, please contact Erin Regan or me.

Best regards,

John P. Danos

Attachments

cc: Jessica Drake  
Matt Stoffel

MINUTES TO SET DATE FOR  
HEARING ON PROPOSAL TO ENTER  
INTO LOAN AGREEMENT

Van Meter, Iowa

420352-30

June 23, 2025

The City Council of the City of Van Meter, Iowa, met on June 23, 2025, at 5:30 p.m., at 520 – 1<sup>st</sup> Avenue, Van Meter, Iowa. The Mayor presided and the roll was called showing the following members of the City Council present and absent:

Present:

\_\_\_\_\_

Absent: \_\_\_\_\_.

Council Member \_\_\_\_\_ introduced the resolution hereinafter next set out and moved its adoption, seconded by Council Member \_\_\_\_\_; and after due consideration thereof by the City Council, the Mayor put the question upon the adoption of the said resolution and the roll being called, the following named Council Members voted:

Ayes:

\_\_\_\_\_

Nays: \_\_\_\_\_.

Whereupon, the Mayor declared the resolution duly adopted as hereinafter set out.

RESOLUTION NO. 2025-86

Resolution setting the date for public hearing and additional action on proposal to enter into General Obligation Urban Renewal Loan Agreement and to borrow money thereunder

WHEREAS, the City of Van Meter (the “City”), in Dallas County, proposes to enter into a loan agreement (the “Urban Renewal Loan Agreement”) and to borrow money thereunder in a principal amount not to exceed \$5,600,000, pursuant to the provisions of Sections 384.24A and 384.24.3(q) of the Code of Iowa, for the purpose of paying the costs, to that extent, of undertaking the Van meter Municipal Building Project, an urban renewal project of the City authorized by action of the City Council on January 13, 2025 (the “Urban Renewal Project”), and in lieu of calling an election thereon, the City desires to institute proceedings to enter into the Urban Renewal Loan Agreement by causing a notice of such proposal to be published, including notice of the right to petition for an election, under the provisions of Sections 384.24.3(q) and 384.26 of the Code of Iowa, and it is now necessary to fix a date of meeting of the City Council at which it is proposed to take action to enter into the Urban Renewal Loan Agreement and to give notice thereof as required by such law;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Van Meter, Iowa, as follows:

Section 1. This City Council shall meet on July 14, 2025, at the Van Meter United Methodist Church located at 100 Hazel Street, Van Meter, Iowa, at 7:00 p.m., at which time and place a hearing will be held and proceedings will be instituted and action taken to enter into the Urban Renewal Loan Agreement described in the preamble hereof.

Section 2. The City Clerk is hereby directed to give notice of the proposed action on the Urban Renewal Loan Agreement setting forth the amount and purpose thereof, the time when and place where the said meeting will be held by publication at least once, not less than ten (10) and not more than twenty (20) days before the date of said meeting, in a legal newspaper which has a general circulation in the City. The notice shall be in substantially the following form:

NOTICE OF PROPOSED ACTION TO INSTITUTE PROCEEDINGS TO  
ENTER INTO A LOAN AGREEMENT AND TO BORROW MONEY  
THEREUNDER IN A PRINCIPAL AMOUNT NOT TO EXCEED \$5,600,000

(GENERAL OBLIGATION)

The City Council of the City of Van Meter, Iowa (the "City"), will meet on July 14, 2025, at the Van Meter United Methodist Church located at 100 Hazel Street, Van Meter, Iowa, at 7:00 p.m., for the purpose of instituting proceedings and taking action on a proposal to enter into a loan agreement (the "Loan Agreement") and to borrow money thereunder in a principal amount not to exceed \$5,600,000 for the purpose of paying the costs, to that extent, of undertaking the Van Meter Municipal Building Project, an urban renewal project of the City authorized by action of the City Council on January 13, 2025.

The Loan Agreement is proposed to be entered into pursuant to authority contained in Section 384.24A and Section 384.24(3)(q) of the Code of Iowa and will constitute a general obligation of the City.

It is estimated the annual increase in property taxes on a residential property with an actual valuation of one hundred thousand dollars resulting from the City entering into the Loan Agreement will be \$242.65 per year, however the City Council may determine for any fiscal year while the Loan Agreement is outstanding to budget other available revenues to the payment of some or all of the debt service coming due thereunder.

At any time before the date fixed for taking action to enter into the Loan Agreement, a petition may be filed with the City Clerk of the City asking that the question of entering into the Loan Agreement be submitted to the registered voters of the City, pursuant to the provisions of Section 384.26 of the Code of Iowa. If no such petition is filed, at the aforementioned time and place, oral or written objections may be filed or made to the proposal to enter into the Loan Agreement. After receiving objections, the City may determine to enter into the Loan Agreement, in which case, the decision will be final unless appealed to the District Court within fifteen (15) days thereafter.

By order of the City Council of the City of Van Meter, Iowa.

Jessica Drake  
City Clerk

Section 3. Pursuant to Section 1.150-2 of the Income Tax Regulations (the “Regulations”) of the Internal Revenue Service, the City declares (a) that it intends to undertake the Urban Renewal Project set forth in the preamble hereof, which is reasonably estimated to cost approximately \$5,600,000, (b) that other than (i) expenditures to be paid or reimbursed from sources other than the issuance of bonds, notes or other obligations (the “Bonds”), or (ii) expenditures made not earlier than 60 days prior to the date of this Resolution or a previous intent resolution of the City, or (iii) expenditures amounting to the lesser of \$100,000 or 5% of the proceeds of the Bonds, or (iv) expenditures constituting preliminary expenditures as defined in Section 1.150-2(f)(2) of the Regulations, no expenditures for the projects have heretofore been made by the City and no expenditures will be made by the City until after the date of this Resolution or a prior intent resolution of the City, and (c) that the City reasonably expects to reimburse the expenditures made for costs of the City out of the proceeds of the Bonds. This declaration is a declaration of official intent adopted pursuant to Section 1.150-2 of the Regulations.

Section 4. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved June 23, 2025.

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Joe Herman, Mayor

Attest:

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Jessica Drake, City Clerk

**ATTESTATION CERTIFICATE**

STATE OF IOWA  
DALLAS COUNTY  
CITY OF VAN METER

SS:

I, the undersigned, City Clerk of the City of Van Meter, do hereby certify that attached hereto is a true and correct copy of the proceedings of the City Council relating to fixing a date for additional action on the City's proposals to enter into a certain loan agreement, as referred to therein.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
City Clerk



**PUBLICATION CERTIFICATE**

**(PLEASE NOTE: Do not date and return this certificate until you have received the publisher's affidavits and have verified that the notice was published on the date indicated in the affidavit but please return all other completed pages to us as soon as they are available.)**

STATE OF IOWA  
DALLAS COUNTY  
CITY OF VAN METER

SS:

I, the undersigned, City Clerk of the City of Van Meter, do hereby certify that pursuant to the resolution of the City Council fixing a date of meeting at which it is proposed to take action to enter into a certain loan agreement, the notice, of which the printed slip attached to the publisher's affidavit hereto attached is a true and complete copy, was published on the date and in the newspaper specified in such affidavit, which newspaper has a general circulation in the City.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
City Clerk

**(Attach here the publisher's original affidavit with clippings of the notice, as published.)**

# Agenda Item #6

## Presentation: Planning & Zoning Training by Iowa State Extension

Representatives from Iowa State Extension Office will be in attendance to provide Planning & Zoning Training. The Introduction to Planning and Zoning for Local Officials workshop is a three-hour session designed to introduce the basic principles of land use planning and development management to elected officials, planning and zoning officials, and board of adjustment members without formal training in the subjects. Using case scenarios in a highly-interactive format, the workshop highlights issues frequently faced in the land use process, such as the roles and responsibilities of the planning and zoning commission, the board of adjustment, and the elected council and board of supervisors. It also will highlight legal issues frequently faced by local officials, such as variances, special uses, nonconforming uses, spot zoning, hearing procedures, and conflicts of interest.

Presentation materials will be provided at the workshop.

# Agenda Item #7

## 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.*