

-NOTICE OF A PUBLIC MEETING-
Governmental Body: Van Meter City Council
Date of Meeting: Monday, April 11th, 2022
Time/Place of Meeting: 7:00 p.m. – 910 Main Street

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 or not 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.

Business Meeting Agenda:

1. Call to Order
2. Pledge of Allegiance
3. Introductions
4. Civility Statement
5. Approval of Agenda
6. Citizen Hearing
7. Consent Agenda:
 - a. Fireworks Display Agreement and Insurance Certification for RRD
 - b. March 29, 2022 Board of Adjustment Meeting Minutes
 - c. Brookview Sanitary Sewer Easement Checks
 - d. Tax Abatement Application for 29470 Hickory Lodge
 - e. A Resolution to Participate in the Planning and Development Programs of the Southern Iowa Council of Governments
 - f. Minutes of the March 14, 2022 and March 28, 2022 City Council Meetings
 - g. Resolution to Approve Address change Hickory Lodge Lot 13 Plat 4
 - h. February Financial Documents
 - i. March Claims Lists
 - j. Approve the 28E Agreement Between Van Meter and DeSoto Manual
8. Discussion and Possible Action to Approve the Purchase of Grand Ridge Estates Lot 82 for the Department of Public Safety
9. Discussion and Possible Action to Approve Bid for Cured-In-Place-Pipe Liner
10. Discussion and Possible Action to Approve Final Plans and Timeline from WHKS for Construction of the East Street Underpass
11. Discussion and Possible Action to Approve the Change in Proximity Requirements for the City Administrator
12. Reports
13. Adjournment

Agenda Item #1 - Call to Order

Submitted for:

Recommendation:

Sample Language:

Mayor: *The time is Seven O'clock PM on Monday April 11th, 2022, I hereby call this meeting of the Van Meter City Council to order.*

Agenda Item #2 - Pledge of Allegiance

Submitted for:

Recommendation:

Sample Language:

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, one Nation under God, indivisible, with liberty and justice for all."

Agenda Item #3 – Introductions

Agenda Item #4 - Civility Statement

Submitted for:

Recommendation:

Sample Language:

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:*

- 1. Listen attentively*
- 2. Respect the opinions of others*
- 3. Keep an open mind*
- 4. Give constructive comments, suggestions & feedback*
- 5. Avoid personal attacks*
- 6. Remember the things we have in common*
- 7. Value people, the process, and the results*

Agenda Item #5 – Approval of the Agenda

Submitted for:

Action

Recommendation:

Approval

Sample Language:

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

City Councilmember _____: *So moved.*

City Councilmember _____: *Second.*

Mayor: *Roll call please.*

City Clerk: *Brott ___; Lyon ___; Grolmus ___; Herman ___; Greer ___;*

Mayor: *The agenda is adopted. Thank you.*

Agenda Item #6 – Citizen Hearing

Submitted for:

Information

Recommendation:

N/A

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 you will have a maximum of three minutes to read your statement into the record.

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 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.*

Staff: *Gives Review.*

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 it has been presented to us.*

City Councilmember _____: *So moved.*

City Councilmember _____: *Second.*

Mayor: *Roll Call Please.*

City Clerk: *Brott ___; Lyon ___; Grolmus ___; Herman ___; Greer ___;*

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

Consent Agenda Notes:



FIREWORKS DISPLAY AGREEMENT

THIS AGREEMENT is made and entered into this 13th day of March, 2022, by and between J & M Displays, Inc., an Iowa corporation, having its principal place of business at Yarmouth, Iowa, including its employees, owners, and agents, hereinafter referred to as "Seller", and City of Van Meter, hereinafter referred to as "Buyer".

Seller shall furnish to Buyer one (1) fireworks display, as per the \$2,500.00 program submitted and accepted by the Buyer, and which by reference is made a part hereof as Exhibit "A". The display is to take place on the evening of Friday June 3rd, 2022 at approximately 9:00 pm, weather permitting.

IT IS FURTHER UNDERSTOOD AND AGREED BETWEEN THE PARTIES AS FOLLOWS:

1. Firing of Display (check one of the below options):

Seller agrees to furnish all necessary fireworks display material and personnel for a fireworks display in accordance with the program approved by the parties. Seller agrees to comply with all local, state, and federal guidelines pertaining to the storing and displaying of fireworks.

Buyer waives the services of Seller's technician. Buyer is a municipality or has a valid permit from the Bureau of Alcohol, Tobacco, Firearms & Explosives and will be firing the display.

2. Payment. The Buyer shall pay to the Seller (check one of the below options):

the sum of \$_____ as a down payment upon execution of this Agreement. The balance of \$_____ shall be due and payable in full within fifteen (15) days after the date of the fireworks display. A service charge of one and one-half percent (1 ½%) per month shall be added to the unpaid balance if the account is not paid in full within the fifteen (15) days from the date of the show. If this account remains unpaid and is turned over to a collection agency for non-payment, all fees incurred in collecting the balance will be at the Buyer's expense. All returned checks will be assessed a \$30.00 fee.

\$2,500.00 in full by April 25th, 2022 (70 days prior to event date).
The Buyer will receive the 8% prepayment bonus product in this fireworks display.

\$_____ in full by _____ (30 days prior to event date).
The Buyer will receive the 5% prepayment bonus product in this fireworks display.

3. Postponement/Cancellation. Displays postponed to an alternate date will be charged an additional 15% of the total contract price for additional expenses incurred in presenting the display on an alternate date. This does not apply to COVID-19 related postponements.

In the event the display is cancelled and not re-scheduled, J&M Displays, Inc. shall be entitled to 20% of the contract price for out of pocket expenses incurred in preparation for the show. This does not apply to COVID-19 related cancellations.

4. Rain Date. Should inclement weather prevent the firing of the display on the date mentioned herein, the parties agree to a mutually convenient rain date of Friday June 10th, 2022 or another date as agreed to by both parties. Once display set-up has begun, the determination to cancel the fireworks display because of inclement weather or unsafe weather conditions shall rest within the sole discretion of the AHJ, Seller, and the lead pyrotechnician.

5. Insurance. If Seller is firing the show, Seller agrees to provide, at its expense, general liability insurance coverage, in an amount not less than \$10,000,000, and within two (2) weeks prior to the date of the fireworks display, shall submit to the Buyer, if requested in writing, a certificate of insurance. All entities listed on the certificate of insurance will be deemed an additional insured. In the event of a claim by Buyer, the applicable deductible shall be paid by the Seller.

The Seller agrees to defend, indemnify and hold harmless the Buyer and its agents and employees from and against all claims, costs, judgments, damages and expenses, including reasonable attorney fees that may or shall arise out of any negligent or wrongful act or omission by the Seller related to the performance of the fireworks by the Buyer. The Buyer agrees to give the Seller prompt notice of any claims or demands and to cooperate with the Seller or its successors in interest or assigns, if any, in the defense of any such claims and/or demands.

6. Buyer agrees to provide:

- (a) Sufficient area for the display, including a minimum spectator set back as determined by Seller.
- (b) Protection of the display area by roping off or similar facility.
- (c) Adequate police protection to prevent spectators from entering display area.
- (d) Dry, clean sand, if needed, for firing.
- (e) Persons to assist in the inspection and cleanup of fireworks debris in the fallout zone of the shoot site at first light in the morning following the display for anything that may have been missed at the night search.
- (f) Necessary local permits.

7. No representation of affirmation of fact, including but not limited to statement regarding capacity, suitability for use, or performance of equipment or products shall be, or deemed to be a warranty by the Seller for any purpose, nor give rise to any liability or obligation of the Seller whatsoever, except for acts of Seller's negligence as above stated.

8. It is further understood and agreed that nothing in this Agreement shall be construed or interpreted to mean a partnership. Both parties hereto being responsible for their separate and individual debts and obligations, and neither party shall be responsible for any agreements not stipulated in this Agreement. The Agreement shall not be construed to have been drafted, authored, or written by any specific Party. Rather, the Agreement shall be construed as co-drafted, co-authored, or co-written by the Parties. Therefore, the Agreement shall not be construed against any Party on the claim or basis the Agreement was drafted, written, or authored by any specific Party.

9. The parties hereto do mutually and severally guarantee terms, conditions, and payments of this Agreement. This document shall be binding upon the parties, themselves, their heirs, executors, administrators, successors and assigns.

10. Excluded Damages and Limitation of Liability. Except for claims covered by Seller's applicable general liability insurance, notwithstanding any provision to the contrary in this Agreement:

- (a) In no event shall Seller be liable to Buyer or any third party for any loss of use, revenue or profit or for any consequential, incidental, indirect, exemplary, special, or punitive damages whether arising out of breach of contract, tort (including negligence), or otherwise, regardless of whether such damage was foreseeable and whether or not such party has been advised of the possibility of such damages.
- (b) In no event shall Seller's liability arising out of or related to this Agreement, whether arising out of or related to breach of contract, tort (including negligence), or otherwise, exceed the aggregate amount paid or payable to Seller pursuant to this Agreement.

11. Choice of Law, Jurisdiction and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa without regard to conflict-of-law principles, except as otherwise specifically required for the storing and displaying of fireworks as provided in paragraph one above. Notwithstanding, the Parties must bring any legal or equitable action or proceeding arising under or related to this Agreement exclusively in the Iowa District Court in and for Des Moines County, Iowa. The Iowa District Court in and for Des Moines County, Iowa shall have exclusive jurisdiction to decide any disputes arising out of or related to this Agreement. Each Party knowingly and voluntarily consents to and expressly waives any objection or defense to personal jurisdiction, improper or inconvenient venue, or inconvenient forum in the Iowa District Court in and for Des Moines County, Iowa.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

BY: _____
J & M Displays, Inc.
SELLER

BY: _____
BUYER

Please include the DISPLAY INFORMATION FORM with this Agreement so your order is processed accurately.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/19/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Britton Gallagher One Cleveland Center, Floor 30 1375 East 9th Street Cleveland OH 44114	CONTACT NAME: PHONE (A/C No. Ext): 216-658-7100	FAX (A/C, No): 216-658-7101
	E-MAIL ADDRESS:	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Everest Denali Insurance Company		16044
INSURER B : Axis Surplus Ins Company		26620
INSURER C : Everest Indemnity Insurance Co.		10851
INSURER D :		
INSURER E :		
INSURER F :		

COVERAGES **CERTIFICATE NUMBER:** 1211316858 **REVISION NUMBER:**

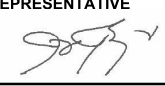
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			S18ML00060-221	1/15/2022	1/15/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			S18CA00033-221	1/15/2022	1/15/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			P-001-000063943-04	1/15/2022	1/15/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	Excess Liability #2			S18EX01313-221	1/15/2022	1/15/2023	Each Occ/ Aggregate \$4,000,000 Total Limits \$10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Additional Insured extension of coverage is provided by above referenced General Liability policy where required by written agreement.
 FIREWORKS DISPLAY DATE: June 3, 2022
 RAIN DATE: TBD
 LOCATION OF EVENT: American Legion Facility & Grounds, Van Meter, Iowa

ADDITIONAL INSURED: Van Meter Fire Association (Fire Protection); The City of Van Meter is included as additional insured with respect to the general liability policy. The insurance company and the insured expressly agree and state that granting additional insured status on this policy of insurance does not waive any of the defenses of governmental immunity available to the city under Iowa Code Section 670 as it now exists.

CERTIFICATE HOLDER**CANCELLATION**

City of Van Meter PO Box 160 505 Grant Street Van Meter IA 50261	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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ACORD 25 (2010/05)

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THIS CERTIFICATE SUPERSEDES PREVIOUSLY ISSUED CERTIFICATE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/19/2022

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IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER TrueNorth Companies, L.C. 500 1st St SE Cedar Rapids IA 52401	CONTACT NAME: Jodie McCann PHONE (A/C. No. Ext): 224 240 7024 FAX (A/C. No): 319-862-0612 E-MAIL ADDRESS: jmccann@truenorthcompanies.com	
	INSURER(S) AFFORDING COVERAGE INSURER A : PinnaclePoint Insurance Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	NAIC # 15137
INSURED J & M Displays, Inc. 18064 170th Avenue Yarmouth IA 52660	J&MDISP-01	

COVERAGES

CERTIFICATE NUMBER: 2029503960

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WCP7002550	1/15/2022	1/15/2023	X PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

City of Van Meter
 PO Box 160
 Van Meter IA 50261
 USA

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03)

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THIS CERTIFICATE SUPERSEDES PREVIOUSLY ISSUED CERTIFICATE

City of Van Meter
Board of Adjustment

Minutes
3-29-2022

The Van Meter Board of Adjustment met on March 29, 2022 at 5:30 pm to hear a request for a variance filed by Mr. and Mrs. Schlueter. The meeting was called to order at 5:30p.m. Members present were, Brian Anderson, Dennis Carter, Kyle Kroner, and David Lyon

Staff Present: City Administrator Sarah Ames, and Jeff Begg from Safe Building Iowa.

Kroner moved; supported by Lyon to approve the agenda. Passed unanimously.

Jeff Begg presented the denied building permit for a removal of a one stall garage and construction of a two stall garage with a 0 lot line located 510 Lakeview Drive. The property is zoned R-2 which requires a minimum of a 8 foot side yard. A variance request was filed with regards to the side yard requirements.

Moved by Anderson; supported by Lyon that the Board approve the variance request with the suggestion that there be a fire wall in the North of the development and a formal survey of the lot line done. Passed unanimously.

Kroner moved, supported by Lyon, to adjourn the meeting. Motion carried unanimously. City Administrator Ames adjourned the meeting at 5:49p.m.

_____ Sarah Ames, City Administrator

ATTEST:

_____ Liz Thompson, City Clerk

APPLICATION FOR TAX ABATEMENT UNDER THE
URBAN REVITALIZATION PLAN FOR

VAN METER, IOWA

Date March 22, 2022

Prior Approval for
Intended Improvements

Approval of Improvements
Completed

Address of Property: 29470 Hickory Lodge Dr, Van Meter, IA 50261

Legal Description: SEC: 036; TWP: 078; RNG: 027

Hickory Lodge Plat 5 Lot 15

Title Holder or Contract Buyer: Bradley & Brienne Williams

Address of Owner (if different than above): 14201 Brookview Dr, Urbandale, IA 50323

Phone Number (to be reached during the day): (563) 212-6095 - Brad (515) 480-3968 - Brienne

Existing Property Use: Residential Commercial Industrial Vacant

Proposed Property Use: Residential

Nature of Improvements: New Construction Addition General Improvements

Specify: We are building a new home within the Hickory Lodge development at the address listed above.

Estimated or Actual Date of Completion: 9/1/2022

Estimated or Actual Cost of Improvements: \$60,000 (Home) + \$190,000 (Land) = \$250,000 Total

Tax Exemption Schedule is attached.

Signed: 

CITY OF VAN METER

RESOLUTION # _____

A RESOLUTION TO PARTICIPATE IN THE PLANNING AND DEVELOPMENT PROGRAMS OF THE SOUTHERN IOWA COUNCIL OF GOVERNMENTS.

Whereas the Economic Development Administration was assigned to administer the provisions of the Public Works and Economic Development Act of 1965; and

Whereas the Southern Iowa Council of Governments has been designated by the Economic Development Administration as an Economic Development District and

Whereas the State of Iowa and the U.S. Department of Housing and Urban Development has designated the Southern Iowa Council of Governments as the area-wide planning organization, and

Whereas the City of Van Meter is an active member of the Southern Iowa Council of Governments and participates in formulation of area-wide plans and programs,

Be It Therefore Resolved by the Van Meter City Council that the City of Van Meter desires to participate in the fiscal year 2023 planning and economic development programs of the Southern Iowa Council of Governments in Iowa Planning Area XIV, consisting of Adair, Adams, Clarke, Decatur, Madison, Ringgold, Taylor, and Union Counties.

Be It Further Resolved by the Van Meter City Council that the City of Van Meter provides \$3,368.68 for the operation of the Southern Iowa Council of Governments' planning and development programs.

Passed and Signed this _____ day of _____, 2022.

Signature Alk B. Adams
Mayor

Attest: _____
City Administrator

- 1) The Van Meter City Council met for a regular council meeting on Monday, March 14th, 2022, at the Veterans Reception Center, 910 Main Street. Mayor Adams called the meeting to order at 7:00PM. The following council members were present upon roll call: Travis Brott, Lyn Lyon, Blake Grolmus, and Craig Greer. Absent was Joe Herman.

Staff present: City Attorney John Fatino, City Engineer Bob Veenstra, City Sarah Ames, Interim City Administrator Jeff Kooistra, Police Chief Bill Daggett, Deputy Clerk Grace Grob, City Clerk Liz Thompson, Library Director Nancy Studebaker.

- 2) Mayor Adams led the Pledge of Allegiance.
- 3) Introductions were made.
- 4) Mayor Adams read a Civility Statement setting expectations of respect for the meeting.
- 5) Mayor Adams asked for a motion to approve the agenda. Lyon moved, supported by Grolmus, to approve the agenda. On roll call the votes were as follows: Brott – YES; Lyon – YES; Grolmus – YES; Greer – YES
- 6) Sammy Akers addressed the council during the Citizen Hearing. Akers requested permission to do volunteer work at the cemetery. The council was supportive of her project.
- 7) Mayor Adams reviewed the consent agenda. Mayor Adams asked for a motion to adopt the consent agenda which included the following:
 - a. Minutes of the 2-14-22 Regular Council Meeting
 - b. Minutes of the 2-28-22 Special Council Meeting
 - c. March Claims List

CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT
ACCO	WATER CHEMICALS	522.80
AGSOURCE COOPERATIVE SERVICES	WA TESTING	78.75
ANDERSON SERVICE	PUMP HOUSE WALL FURNACE	1,840.00
ARNOLD MOTOR SUPPLY	PW SUPPLIES TO CHANGE OIL	35.09
AT&T MOBILITY	PD/FD PHONE SERVICE	240.19
BAKER & TAYLOR	LIBRARY MATERIALS	323.27
BOLTON & MENK INC	POCKET PARK CONSTRUCTION	2,916.50
BOUND TREE MEDICAL LLC	FD/PD MEDICAL SUPPLIES	130.35
BREEDING'S TRUE VALUE	STIHL OIL	12.49
CULLIGAN	WATER/COOLER	50.51
DALLAS CO RECORDER	MISC.RECORDED DOCUMENTS	164.00
DALLAS COUNTY NEWS	LEGAL PUBLICATIONS	271.36
DELTA DENTAL	EMPLOYEE DENTAL & VISION	534.84
DEMOSPHERE INTERNATIONAL INC	REC ONLINE PAYMENT	150.00
EARLHAM SAVINGS BANK	EBANK EFT ACH FEES	25.00
EARLHAM SAVINGS BANK	RETURN CHECK FEE	5.00
EARLHAM SAVINGS BANK	SALES TAX FEE TO BE REVERSED	0.35
EFTPS	FED/FICA TAX	6,598.47
FIRE SERVICE TRAINING BUREAU	DOP FOR KARI DAVIS	50.00
GALLS LLC	BADGE ITEMS	2,495.97
HEARTLAND COOP	L.P. WATER SHED	1,354.77
IMPACT7G	EAST STREET UNDERPASS	2,700.00
IOWA RURAL WATER ASSOC	IAWEA MEMBER FEE	40.00
IA POLICE CHIEFS ASSOC	FULL CONF REGISTRATION	150.00
JAY OLSON	REC PROGRAMMING SERVICES	2,000.00
JUNGMANN CORPORATION	ICE CONTROL SAND	338.59
LAURA KUNKEL	CLEANING SERVICES	100.00
MATHESON TRI GAS INC	OXYGEN	317.73
MEDIACOM	INTERNET SERVICES	289.44
MIDAMERICAN ENERGY	GAS/ELEC	2,851.05
MMIT BUSINESS SOLUTIONS GROUP	COPIER CONTRACT	283.05
OFFICE DEPOT	OFFICE SUPPLIES	113.61
OVERDRIVE INC	LIBRARY SUPPLIES	470.05

PLS INVESTMENTS	RENT FOR EVIDENCE STORAGE	260.00
RANGEMASTERS TRAINING CTR	UNIFORM SUPPLIES	145.98
SAFE BUILDING LLC	BLDG INSPECT SERVICES	334.57
SAM'S CLUB MC/SYNCB	DAVE CLOTHING	59.98
SHELLY JAMES	CLEANING CITY HALL	90.00
SIG SAUER INC	P320 9MM GUN	463.66
SIGLER	SCOREBOARD DECAL	382.00
	SOFTBALL/BASEBALL PLAYER	
SO DALLAS LITTLE LEAGUE	FEES	2,600.00
SOUTHERN IA COUNCIL OF GOV	ASSOCIATE MEMBERSHIP	3,368.68
STIVERS FORD	VEHICLE REPAIRS	478.84
SYNCB/AMAZON	LIBRARY AMAZON	671.26
THE HARTFORD	EMPLOYEE DISABILITY & LIFE	188.86
	MARCH UT	
US POSTMASTER	BILLS/NEWSLETTERS	226.31
VC3 INC	IT N BOX	1,747.93
VEENSTRA & KIMM INC	Richland Circle St Improvement	13,463.64
VEENSTRA & KIMM INC	Richland Circle St Improvement	180.00
VERIZON WIRELESS	CELL PHONE CHARGES	813.91
WASTE CONNECTIONS	GARBAGE CONTRACT	8,520.65
	EMPLOYEE HEALTH X 2	
WELLMARK	MONTHS	18,475.80
WELLS FARGO CC	CREDIT CARD EXPENSES	5,011.58
WHITFIELD & EDDY PLC	LEGAL SERVICES	4,414.00
Accounts Payable Total		89,350.88

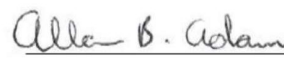
- d. February Financial Statements will be provided with March Financials at the April meeting.
- e. Minutes of the 3-7-22 Planning and Zoning Commission Meeting
- f. Minutes of the 3-8-22 Board of Adjustment
- g. Resolution 2022-13 Approving Personnel Transactions

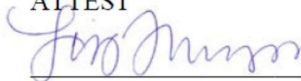
Brott moved, supported by Greer, to approve the Consent Agenda. On roll call the votes were as follows:
Brott – YES; Lyon – Abstain; Grolmus – Yes; Greer – YES

- 8) Public Hearing on Proposed Fiscal Year 2023 Budget was held. There were no comments from the public.
- 9) Resolution 2022-14 to Adopt the Fiscal Year 2023 Budget and Direct Staff to Certify the Budget.
Lyon moved, supported by Brott, to approve the Resolution to Adopt the Fiscal Year 2023 Budget and Direct Staff to Certify the Budget. On roll call the votes were as follows: Brott – YES; Lyon – YES; Grolmus – YES; Greer - YES
- 10) A Resolution 2022-15 Authorizing Early Redemption of General Obligation Corporate Purpose and Refunding Bonds, Series 2013. After due consideration and discussion, Council Member Brott introduced the following resolution and moved its adoption, seconded by Council Member Lyon. The Mayor put the question upon the adoption of said resolution, and the roll being called, the following Council Members voted: Brott – YES; Lyon – YES; Grolmus – YES; Greer – YES. Whereupon, the Mayor declared the resolution duly adopted, as hereinafter set out.
- 11) Public Hearing on an Ordinance Amending Chapter 75 of the Van Meter Code of Ordinances. There were no comments from the public.
- 12) Ordinance 2022-02 Amending Chapter 75 for Off-Road Utility Vehicles, Snowmobiles, and Golf Carts.
A motion to adopt and waive subsequent readings was made by Lyon, supported by Grolmus, to approve the ordinance. On roll call the votes were as follows: Brott – YES; Lyon – YES; Grolmus – YES; Greer – YES
- 13) Discussion and Possible Action on a proposed professional services agreement with WHKS for the East Street Underpass Stabilization Project. Grolmus moved, supported by Lyon, to approve the to the agreement. On roll call the votes were as follows: Brott – YES; Lyon – YES; Grolmus – YES; Greer - YES
- 14) Preliminary Plat of Survey and Site Plan for the Inspired Kids Daycare project. The hearing the engineer's comments and the Planning and Zoning Commission's recommendation Greer moved, supported by Grolmus, to approve the Preliminary Plat and Site Plan for Inspired Kids Academy as presented, including support for the exterior siding which meets the CO zoning requirements and

recommending the developer get a General Permit 2 (GP2). On roll call the votes were as follows: Brott – YES; Lyon – Abstain; Grolmus – YES; Greer - YES

- 15) Discussion and Possible Action the Raccoon River Day donation, Lyon moved, supported by Greer, to approve a donation of \$2,500 to purchase fireworks. On roll call the votes were as follows: Brott – YES; Lyon – YES; Grolmus – YES; Greer - YES
- 16) Lyon moved, supported by Brott to approve the boat ramp parking lot improvements agreement for professional service. On roll call the votes were as follows: Brott – YES; Lyon – YES; Grolmus – YES; Greer – YES
- 17) The discussion and possible hiring of a Fire Chief was tabled.
- 18) Reports
- 19) Moved by Greer, supported by Lyon, to enter Closed Session at 8:07pm.
- 20) Moved by Brott to allow City Engineer and City attorney to move forward with discussion of the Closed Session.
- 21) Lyon moved, supported by Greer, to adjourn the meeting. Motion carried unanimously. Mayor Adams adjourned the meeting at 8:54 PM

 Allan B. Adams, Mayor

ATTEST
 Liz Thompson, City Clerk

City of Van Meter, Iowa

City Council Minutes – 3-28-2022

The Van Meter City Council met for a special council meeting on Monday, March 28th, 2022, at the Veterans Reception Center, 910 Main Street. Mayor Adams called the meeting to order at 6:00 pm. The following council members were present upon roll call: Travis Brott, Joe Herman, Lyn Lyon, and Craig Greer, Blake Grolmus.

Staff present: Financial Advisor Matt Stoffel, City Administrator Sarah Ames, Police Chief Bill Daggett, and City Clerk Liz Thompson.

1) Mayor Adams asked for a motion to approve the agenda. Grolmus moved, supported by Brott, to approve the agenda. On roll call the votes were as follows: Brott – YES; Herman – YES; Lyon – YES; Greer – YES; Grolmus—YES

2) Closed Session- Statute 21.5(1)(c)

Brott made a motion to enter closed session; Greer supported. Closed session was entered into at 6:00 pm.

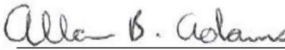
Closed session was exited at 6:30 pm.

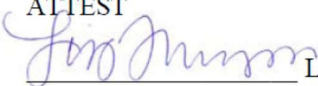
3) Action arising from closed session---potential action to ratify Settlement Agreement
Brott moved; supported by Grolmus to allow the mayor to ratify the settlement agreement and to allow the City attorney to move forward with the annexation agreement as discussed in closed session.

4) Discussion and Possible Action:

- a. Residential TIF Policy: Council decided to move away from Residential TIF following a conversation with the City Financial Advisor, PFM. The City Administrator will communicate this to interested parties.
- b. City Staff Pay: The Council has agreed to focus on being supportive to employees and to focus on the budget.
- c. Water Hydrant Flushing: The Council has discussed an annual schedule to perform hydrant flushing. The Public Works Department and Public Safety Department will coordinate these efforts.
- d. Permit Approval: The Council discussed a day-of procedure for future sound permits.

- e. Nuisance Abatement Procedure Ordinance: The Council discussed potential actions they could take on houses that do not have essential functions such as water service.
- 5) Discussion and Possible Action on Snow Removal Policy - The Mayor and City Council discussed a Snow Removal Policy. The Residents will be reminded of this policy in the City's Newsletter in the fall. On roll call the votes were as follows: Brott – YES; Herman – YES; Lyon – YES; Greer – YES; Grolmus—YES
- 6) Discussion and Possible Approval of the 28E Mutual Aid Agreement with De Soto -On roll call the votes were as follows: Brott – YES; Herman – YES; Lyon – YES; Greer – YES; Grolmus—YES
- 7) Discussion and Possible Action on Employment Offer for the position of Fire Chief- The pay for this position was determined to be \$25/hour. On roll call the votes were as follows: Brott – YES; Herman – YES; Lyon – YES; Greer – YES; Grolmus—YES
- 8) Adjournment
Greer moved; supported by Grolmus, to adjourn the meeting. Motion carried unanimously. The Mayor adjourned the meeting at 8:49.

 Allan B. Adams, Mayor

ATTEST
 Liz Thompson, City Clerk

Resolution #2022-___

“A Resolution to Set Addresses for Property Located in Hickory Lodge in the City of Van Meter, Iowa.”

Whereas, the City wishes to provide a lot address

Whereas, the City Administrator and City Engineer have reviewed the proposed address change

Therefore, be it resolved by the Van Meter City Council that addresses for property located in the City of Van Meter are assigned as follows:

Legal Description	Lot Number	Assigned Address
Hickory Lodge Plat 4	Lot 13	29175 365 th Street

Passed and approved this 11th day of April, 2022.

_____ Mayor

ATTEST:

_____ City Clerk



CITY OF VAN METER

Bank Reconciliation/Financial Summary - Month/Year: February 2022

<u>Treasurer's Report</u>	
Book Balance, Beginning of Month:	\$5,842,824.80
Add: Total Revenues this Month: with transfers	\$130,600.46
Less: Total Expenditures this Month: with transfers	(\$149,888.19)
Add: Δ Liability	(\$411.01)
Book Balance End of Month:	\$5,823,126.06

<u>Bank Reconciliation</u>	
Checking Account Balance End of Month:	\$5,597,881.53
Less: Outstanding Transactions (Cash Report):	(\$25,076.43)
Adjusted Checking Account Balance:	\$5,572,805.10
Currency	
Petty Cash: (res Nov 2004)	\$100.00
Change Fund:	\$30.00
Concessions Change Fund: (Res 2015-24)	\$200.00
Total Currency:	\$330.00
Investments: (Interest for month included)	
Certificate of Deposit/ESB	\$250,000.00
Total Investments:	\$250,000.00
Total of Bank Statements End of Month	\$5,823,135.10

Difference:	\$9.04
Note(s):	

Verify: Mayor or Mayor Pro Tem:

TREASURER'S REPORT
CALENDAR 2/2022, FISCAL 8/2022

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001 GENERAL	25,318.69	34,337.65	50,755.03	105.51-	8,795.80
049 VEHICLE INSPECTION FUND	.00	.00	.00	.00	.00
051 LIBRARY BUILDING FUND	15,678.34	.00	.00	.00	15,678.34
052 PW-VEHICLE REPLACEMENT	7,000.00	.00	.00	.00	7,000.00
053 FD-VEHICLE REPLACEMENT	18,044.93	.00	.00	.00	18,044.93
054 VEHICLE REPLACEMENT-POL	16,150.00	.00	.00	.00	16,150.00
055 VEHICLE REPLACEMENT-FIR	1,115.07	.00	.00	.00	1,115.07
056 TECHNOLOGY REPLACEMENT-	5,000.00	.00	.00	.00	5,000.00
057 BUILDING REPAIR RESERVE	3,000.00	.00	.00	.00	3,000.00
058 FARMERS MARKET	486.92-	.00	.00	.00	486.92-
059 PARK OPERATIONS	2,488.54	23,585.40	3,936.00	.00	22,137.94
060 GAS/ELEC FRANCHSIE FEE	230,007.81	.00	.00	.00	230,007.81
110 ROAD USE TAX	205,193.73	16,328.04	6,098.20	85.29-	215,338.28
112 EMPLOYEE BENEFITS	4,955.55	320.50	15,274.04	.00	9,997.99-
119 EMERGENCY FUND	7,389.13	97.47	.00	.00	7,486.60
121 LOCAL OPTION SALES TAX	713,090.20	.00	.00	.00	713,090.20
125 TIF-CR ESTATE	145,158.78	.00	.00	.00	145,158.78
126 TIF-WH PINES SUBDIVISIO	135,914.48	.00	.00	.00	135,914.48
127 TIF-POLK CO. BANK	78,584.38	.00	.00	.00	78,584.38
128 TIF-STANDBROUGH	36,450.64	.00	.00	.00	36,450.64
129 TIF ORIGINAL (420-844)	331,791.14	.00	.00	.00	331,791.14
180 PARK TRUST FUND	30,826.22	.00	293.00	.00	30,533.22
181 REC TRUST	13,343.32	.00	.00	.00	13,343.32
182 LIBRARY TRUST FUND	7,241.13-	.00	7,659.81	.00	14,900.94-
183 VM COMMUNITY BETTERMENT	70.69	.00	.00	.00	70.69
184 CDBG/HOUSING PROJECT	.00	.00	.00	.00	.00
185 REC CAPITAL FUND	768.67-	.00	.00	.00	768.67-
186 SITE CERT/WA PROJECT	18,170.62	.00	.00	.00	18,170.62
200 DEBT SERVICE	260,514.27	1,380.65	.00	.00	261,894.92
205 DEBT SERVICE-WATER	.00	.00	.00	.00	.00
213 DEBT SERVICE-LIFT STATI	.00	.00	.00	.00	.00
300 SIDEWALK CAPITAL PROJEC	.00	.00	.00	.00	.00
310 TRINDLE CITY PROJECTS	2,399,179.46	.00	25,579.22	.00	2,373,600.24
330 WATER SUPPLY IMPROVEMEN	19,532.46-	.00	372.00	.00	19,904.46-
500 CEMETARY-PERPETUAL CARE	36,250.00	.00	.00	.00	36,250.00
600 WATER	673,641.25	33,450.97	23,026.15	109.00-	683,957.07
606 WATER MAIN PROJECT	35,564.79	.00	.00	.00	35,564.79
610 SEWER	309,880.12	21,099.78	16,894.74	111.21-	313,973.95
612 DEBT SERVICE-SEWER LAGO	14,490.00	.00	.00	.00	14,490.00
620 CARES ACT PROJECT FUND	96,591.83	.00	.00	.00	96,591.83
Report Total	5,842,824.80	130,600.46	149,888.19	411.01-	5,823,126.06

BANK CASH REPORT 2022

BANK NAME FUND GL NAME	JANUARY CASH BALANCE	FEBRUARY RECEIPTS	FEBRUARY DISBURSMENTS	FEBRUARY CASH BALANCE	OUTSTANDING TRANSACTIONS	FEB BANK BALANCE
CHECKING-EARLHAM SAVINGS						

BANK CHECKING-EARLHAM SAVINGS						5,597,881.53
001 CHECKING - GENERAL	25,218.69	36,556.61	53,079.50	8,695.80	13,987.71	
049 CHECKING - VEHICLE INSPECTION	38,491.91-	0.00	0.00	38,491.91-		
051 CHECKING - LIBRARY BUILDING	14,491.62	0.00	0.00	14,491.62		
052 CHECKING - PW VEHICLE REPLACE	7,000.00	0.00	0.00	7,000.00		
053 CHECKING - FD VEHICLE REPLACE	18,044.93	0.00	0.00	18,044.93		
054 CHECKING - POLICE VEHICLE REP	10,518.75	0.00	0.00	10,518.75		
055 CHECKING - 1ST RES VEHICLE REP	1,115.07	0.00	0.00	1,115.07		
056 CHECKING - TECHNOLOGY REPLACE	5,000.00	0.00	0.00	5,000.00		
057 CHECKING - BUILDING REPAIR RES	0.00	0.00	0.00	0.00		
058 CHECKING - FARMERS MARKET	486.92-	0.00	0.00	486.92-	300.00	
059 PARK OPS CHECKING	2,288.54	23,585.40	3,936.00	21,937.94	1,134.72	
060 CHECKING	230,007.81	0.00	0.00	230,007.81		
110 CHECKING - ROAD USE TAX	205,193.73	16,642.59	6,498.04	215,338.28	1,164.18	
112 CHECKING - EMPLOYEE BENEFITS	4,955.55	320.50	15,274.04	9,997.99-		
119 CHECKING - EMERGENCY FUND	7,389.13	97.47	0.00	7,486.60		
121 CHECKING - L.O.S.T.	713,090.20	0.00	0.00	713,090.20		
125 CHECKING - TIF CR ESTATE	105,158.78	0.00	0.00	105,158.78		
126 CHECKING - TIF WH PINES SUBDIV	95,914.48	0.00	0.00	95,914.48		
127 CHECKING - TIF POLK CO BANK	68,584.38	0.00	0.00	68,584.38		
128 CHECKING - TIF STANDBROUGH	36,450.64	0.00	0.00	36,450.64		
129 CASH	331,791.14	0.00	0.00	331,791.14		
180 CHECKING - PARK/REC TRUST	10,212.43	0.00	293.00	9,919.43		
181 CHECKING - REC TRUST	13,343.32	0.00	0.00	13,343.32		
182 CHECKING - LIBRARY TRUST	24,112.04-	859.26	8,519.07	31,771.85-	1,274.58	
183 CHECKING - VM COMMUNITY BETTER	70.69	0.00	0.00	70.69		
184 CHECKING - CDBG HOUSING PROJ	0.00	0.00	0.00	0.00		
185 CHECKING - REC CAPITAL	768.67-	0.00	0.00	768.67-		
186 CHECKING - SITE CERT/WA	18,170.62	0.00	0.00	18,170.62		
200 CHECKING - DEBT SERVICE	260,514.27	1,380.65	0.00	261,894.92		
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		
300 CHECKING - SIDEWALK PROJECT	0.00	0.00	0.00	0.00		
310 CASH	2,399,179.46	0.00	25,579.22	2,373,600.24	8,079.22	
330 CASH	19,532.46-	0.00	372.00	19,904.46-	372.00	
500 CHECKING - PERPETUAL CARE	27,150.00	0.00	0.00	27,150.00		
600 CHECKING - WATER	673,611.25	35,744.67	25,428.85	683,927.07	2,946.90	
606 CHECKING - WATER MAIN PROJ	35,564.79	0.00	0.00	35,564.79		
610 CHECKING - SEWER	279,264.70	21,158.78	17,064.95	283,358.53	1,763.42	
612 CHECKING - LAGOON DEBT SERVICE	20,000.00-	0.00	0.00	20,000.00-		
620 CASH	96,591.83	0.00	0.00	96,591.83		
PENDING CREDIT-CARD DEPOSITS					946.94	
DEPOSITS					5,097.63	
WITHDRAWALS					98.27	
CHECKING-EARLHAM SAVINGS TOTAL	5,592,494.80	136,345.93	156,044.67	5,572,796.06	25,076.43	5,597,872.49

WARNING - BANK TOTALS DO NOT EQUAL THE GENERAL LEDGER ACCOUNT TOTALS DIFFERENCE --> 9.04-

BANK CASH REPORT 2022

BANK NAME FUND GL NAME	JANUARY CASH BALANCE	FEBRUARY RECEIPTS	FEBRUARY DISBURSMENTS	FEBRUARY CASH BALANCE	OUTSTANDING TRANSACTIONS	FEB BANK BALANCE
=====						
TOTAL OF ALL BANKS	5,592,494.80	136,345.93	156,044.67	5,572,796.06	25,076.43	5,597,872.49
=====						

Transaction No	Date	Mod	Empl/Vend	Vendor/Employee Name	Other No	Checks	Deposits
1 CHECKING-EARLHAM SAVINGS						Beginning Statement Balance	5,603,968.09
8316124	2/02/2022	RM					6,415.44
8316125	2/03/2022	RM					326.46
8316126	2/04/2022	RM					452.75
8316127	2/08/2022	RM					2,427.69
8316128	2/06/2022	BK					323.45
8316129	2/06/2022	BK					548.41
8316130	2/06/2022	BK					87.72
8316131	2/06/2022	BK					596.17
8316132	2/08/2022	BK					440.10
8316133	2/08/2022	BK					1,669.69
8316134	2/08/2022	BK					135.86
8316135	2/09/2022	BK					704.30
8316136	2/09/2022	BK					800.00
8316137	2/10/2022	BK					75.00
8316138	2/11/2022	BK					89.90
8316139	2/12/2022	BK					328.10
8316140	2/12/2022	BK					1,600.42
8316141	2/12/2022	BK					145.49
8316142	2/12/2022	BK					219.45
8316144	2/15/2022	BK		ACH UT BILLS			24,229.60
8316145	2/11/2022	RM					8,519.04
8316146	2/14/2022	RM					2,960.75
8316147	2/16/2022	RM					1,807.66
8316148	2/14/2022	BK					15.00
8316149	2/14/2022	BK					190.52
8316150	2/14/2022	BK					76.57
8316151	2/14/2022	BK					432.50
8316152	2/14/2022	BK					454.83
8316153	2/15/2022	BK					308.98
8316154	2/15/2022	BK					547.20
8316155	2/19/2022	BK					25.00
8316156	2/20/2022	BK					275.38
8316157	2/20/2022	BK					286.75
8316158	2/20/2022	BK					938.28
8316159	2/19/2022	BK					259.47
8316160	2/18/2022	RM					1,101.08
8316161	2/23/2022	RM					14,729.92
8316162	2/20/2022	BK					90.74
8316163	2/20/2022	BK					888.96
8316164	2/20/2022	BK					667.69
8316165	2/20/2022	BK					1,622.30
8316166	2/22/2022	BK					99.35
8316167	2/22/2022	BK					269.27
8316168	2/26/2022	BK					150.00
8316169	2/26/2022	BK					194.26
8316170	2/26/2022	BK					217.42
8316171	2/25/2022	BK					364.13
8316172	2/25/2022	BK					462.88
8316174	2/28/2022	BK					100.94
8316175	2/28/2022	BK					123.61
8316176	2/28/2022	BK					269.34
8316177	2/28/2022	BK					75.67

Transaction No	Date	Mod	Empl/Vend	Vendor/Employee Name	Other No	Checks	Deposits
1 CHECKING-EARLHAM SAVINGS							- continued -
8316178	2/28/2022	BK					293.78
8316179	2/28/2022	BK					1,111.92
8316181	2/28/2022	GL		ORIG DEP WAS 12,183.26			9,114.22
8316182	2/28/2022	GL					10,969.14
8316183	2/28/2022	GL					16,328.04
8316184	2/28/2022	GL					5,140.03
8316192	2/28/2022	GL					75.00
8316193	2/09/2022	GL					3,069.04
30657	10/11/2021	AP		1025 TYLER BESCHEN		70.00	
30832*	1/10/2022	AP		333 IA POLICE CHIEFS ASSOC		125.00	
30837*	1/10/2022	AP		1035 LEXIPOL LLC		2,365.00	
30871*	1/28/2022	AP		16 US POSTMASTER		226.31	
30872	2/14/2022	AP		6 ACCO		952.56	
30873	2/14/2022	AP		422 ACCUJET LLC		1,910.40	
30875*	2/14/2022	AP		30 AGSOURCE COOPERATIVE SERVICES		306.25	
30876	2/14/2022	AP		29 ALL AMERICAN TURF BEAUTY		437.55	
30877	2/14/2022	AP		175 AMERICAN WATER WORKS ASSOC		92.00	
30878	2/14/2022	AP		39 ARNOLD MOTOR SUPPLY		35.09	
30879	2/14/2022	AP		964 AT&T MOBILITY		240.20	
30880	2/14/2022	AP		958 AXON ENTERPRISE INC		1,987.20	
30881	2/14/2022	AP		516 BAKER & TAYLOR		878.22	
30882	2/14/2022	AP		96 BALDON & SON HARDWARE		6.28	
30883	2/14/2022	AP		1126 BELIN McCORMICK		1,750.50	
30884	2/14/2022	AP		816 BOLTON & MENK INC		4,283.00	
30885	2/14/2022	AP		967 CHALLENGER TEAMWEAR		1,308.44	
30886	2/14/2022	AP		911 CONFLUENCE		1,252.80	
30887	2/14/2022	AP		94 CORE & MAIN		874.29	
30888	2/14/2022	AP		103 CULLIGAN		50.51	
30889	2/14/2022	AP		20 DALLAS COUNTY NEWS		869.89	
30891*	2/14/2022	AP		148 DORSEY & WHITNEY LLP		17,500.00	
30892	2/14/2022	AP		46 ELECTRONIC ENGINEERING		72.00	
30893	2/14/2022	AP		37 HACH		362.34	
30894	2/14/2022	AP		280 HAWKEYE TRUCK EQUIPMENT		490.00	
30895	2/14/2022	AP		563 HEIMAN FIRE EQUIPMENT		2,704.55	
30896	2/14/2022	AP		194 IA ASSOC OF MUNICIPAL UT		731.00	
30898*	2/14/2022	AP		885 EMERGENCY SERVICE MARKETING CO		660.00	
30899	2/14/2022	AP		628 INTOXIMETERS INC		115.00	
30900	2/14/2022	AP		14 IOWA DEPARTMENT OF NATURAL RES		85.00	
30901	2/14/2022	AP		14 IOWA DEPARTMENT OF NATURAL RES		18.00	
30902	2/14/2022	AP		82 IOWA ONE CALL		15.20	
30903	2/14/2022	AP		631 JAY OLSON		2,000.00	
30904	2/14/2022	AP		228 JONES CREEK APPAREL		261.00	
30906*	2/14/2022	AP		707 LAURA KUNKEL		125.00	
30907	2/14/2022	AP		44 LOWE'S		122.04	
30908	2/14/2022	AP		26 MATHESON TRI GAS INC		110.44	
30909	2/14/2022	AP		161 MATT PARROTT/STOREY KENWORTHY		341.25	
30910	2/14/2022	AP		461 MEDIACOM		286.90	
30911	2/14/2022	AP		24 MIDAMERICAN ENERGY		3,067.05	
30912	2/14/2022	AP		589 MMIT BUSINESS SOLUTIONS GROUP		153.10	
30913	2/14/2022	AP		11 OFFICE DEPOT		294.59	
30914	2/14/2022	AP		352 OVERDRIVE INC		202.74	
30915	2/14/2022	AP		341 PLS INVESTMENTS		65.00	

Transaction No	Date	Mod	Empl/Vend	Vendor/Employee Name	Other No	Checks	Deposits
1 CHECKING-EARLHAM SAVINGS						- continued -	
30916	2/14/2022	AP	1008	RANGEMASTERS TRAINING CTR		605.77	
30918*	2/14/2022	AP	476	SAM'S CLUB MC/SYNCB		49.99	
30920*	2/14/2022	AP	92	STIVERS FORD		162.47	
30921	2/14/2022	AP	440	SYNCB/AMAZON		1,166.66	
30922	2/14/2022	AP	1036	VC3 INC		1,724.98	
30924*	2/14/2022	AP	4	VERIZON WIRELESS		734.35	
30925	2/14/2022	AP	22	WASTE CONNECTIONS		8,383.30	
30926	2/14/2022	AP	180	WELLS FARGO CC		806.76	
30927	2/14/2022	AP	28	WHITFIELD & EDDY PLC		2,562.50	
77*	2/28/2022	GL					43.04
105	2/23/2022	BK		NSF CHK CRIGER		167.38	
2814	2/04/2022	PR	1	ELIZABETH THOMPSON		1,442.22	
2815	2/04/2022	PR	3	DAVID A HERMAN		200.00	
2816	2/04/2022	PR	3	DAVID A HERMAN		1,746.15	
2817	2/04/2022	PR	27	CHRISTOPHER POWER		65.90	
2818	2/04/2022	PR	47	WILLIAM J DAGGETT		200.00	
2819	2/04/2022	PR	47	WILLIAM J DAGGETT		100.00	
2820	2/04/2022	PR	47	WILLIAM J DAGGETT		1,613.31	
2821	2/04/2022	PR	63	CHRISTI A POWER		150.13	
2822	2/04/2022	PR	69	MICHAEL A BROWN		1,217.23	
2823	2/04/2022	PR	76	KYLE J MICHEL		200.00	
2824	2/04/2022	PR	76	KYLE J MICHEL		1,319.34	
2825	2/04/2022	PR	76	KYLE J MICHEL		600.00	
2826	2/04/2022	PR	97	PATRICK R ALEXANDER		1,616.45	
2827	2/04/2022	PR	108	JARIN R YOUNG		889.76	
2828	2/04/2022	PR	114	ROBERT T NGUYEN		361.71	
2829	2/04/2022	PR	115	NANCY M STUDEBAKER		1,273.10	
2830	2/04/2022	PR	120	EMMA G BACKSTROM		79.65	
2831	2/04/2022	PR	121	KATRINA M BROCKA		654.87	
2832	2/04/2022	PR	122	GRACE E GROB		420.17	
2833	2/04/2022	PR	123	JEFFERY L KOOISTRA		365.40	
2834	2/18/2022	PR	1	ELIZABETH THOMPSON		1,481.51	
2835	2/18/2022	PR	3	DAVID A HERMAN		200.00	
2836	2/18/2022	PR	3	DAVID A HERMAN		1,787.63	
2837	2/18/2022	PR	47	WILLIAM J DAGGETT		200.00	
2838	2/18/2022	PR	47	WILLIAM J DAGGETT		100.00	
2839	2/18/2022	PR	47	WILLIAM J DAGGETT		1,604.37	
2840	2/18/2022	PR	63	CHRISTI A POWER		119.28	
2841	2/18/2022	PR	69	MICHAEL A BROWN		1,227.48	
2842	2/18/2022	PR	76	KYLE J MICHEL		200.00	
2843	2/18/2022	PR	76	KYLE J MICHEL		1,358.62	
2844	2/18/2022	PR	76	KYLE J MICHEL		600.00	
2845	2/18/2022	PR	86	KEVIN REISETTER		33.25	
2846	2/18/2022	PR	97	PATRICK R ALEXANDER		1,399.82	
2847	2/18/2022	PR	108	JARIN R YOUNG		905.58	
2848	2/18/2022	PR	114	ROBERT T NGUYEN		361.71	
2849	2/18/2022	PR	115	NANCY M STUDEBAKER		1,388.75	
2850	2/18/2022	PR	120	EMMA G BACKSTROM		61.07	
2851	2/18/2022	PR	121	KATRINA M BROCKA		617.60	
2852	2/18/2022	PR	122	GRACE E GROB		439.10	
2853	2/18/2022	PR	123	JEFFERY L KOOISTRA		1,351.22	
11179582	1/21/2022	AP	56	IPERS		5,185.30	

Transaction No	Date	Mod	Empl/Vend	Vendor/Employee Name	Other No	Checks	Deposits
1 CHECKING-EARLHAM SAVINGS				- continued -			
11179583	1/21/2022	AP		57 TREAS - STATE OF IOWA W/H		1,421.00	
11179592	2/04/2022	AP		59 EFTPS		4,120.64	
11179594	2/11/2022	AP		550 FORTE		16.79	
11179595	2/11/2022	AP		550 FORTE		270.15	
11179596	2/11/2022	AP		58 TREAS - ST OF IA SALES TX		1,395.99	
11179599	2/18/2022	AP		59 EFTPS		4,408.19	
11179600	2/18/2022	AP		887 AFLAC		204.12	
11179601	2/15/2022	AP		384 EARLHAM SAVINGS BANK		25.00	
11179602	2/18/2022	AP		384 EARLHAM SAVINGS BANK		5.00	
11179603	2/18/2022	AP		384 EARLHAM SAVINGS BANK		.35	
11179604	2/28/2022	AP		18 DELTA DENTAL		534.84	
11179605	2/28/2022	AP		19 THE HARTFORD		188.86	
11179606	2/28/2022	AP		10 WELLMARK		18,475.80	

Fund Description

001	GENERAL	44,948.30	28,937.10
059	PARK OPERATIONS	3,856.00	26,654.44
110	ROAD USE TAX	6,000.69	16,328.04
112	EMPLOYEE BENEFITS	11,917.19	320.50
119	EMERGENCY FUND		97.47
180	PARK TRUST FUND	293.00	
182	LIBRARY TRUST FUND	8,456.35	
200	DEBT SERVICE		1,380.65
310	TRINDLE CITY PROJECTS	17,500.00	
600	WATER	22,680.44	17,664.53
610	SEWER	16,552.91	10,557.40
	Fund Grand Total	132,204.88	101,940.13

Ending Statement Balance 5,597,881.53

Transaction No	Date	Mod	Empl/Vend	Vendor/Employee Name	Other No	Checks	Deposits
<hr/>							
1	CHECKING-EARLHAM SAVINGS					Beginning Statement Balance	5,603,968.09
				108 Credit Transactions		132,372.26	
				61 Debit Transactions			126,285.70
						Ending Statement Balance	5,597,881.53

CLAIMS REPORT
Check Range: 3/15/2022- 4/11/2022

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
ABSOLUTE REPAIR	'B' Full Wet Service		1,455.83		
ACCO	WATER CHEMICALS		662.80		
ACCUJET LLC	VAC & RINSE LIFT STATION		636.80		
AGSOURCE COOPERATIVE SERVICES	WA TESTING		69.75		
THE ALBERTSON LIVING TRUST	LOT 9 VM COUNTRY EST PLAT 1		2,000.00		
ALL AMERICAN TURF BEAUTY	TOTAL VEG CONTROL WEED & GRASS		989.00		
AMERICAN WATER WORKS ASSOC	AWWA REGION 5 SPRING MEETING		50.00		
AT&T MOBILITY	PD/FD PHONE SERVICE		240.19		
BAKER & TAYLOR	LIBRARY MATERIALS		454.44		
BOLTON & MENK INC	GIS ADMINISTRATION		5,629.00		
CODE 4	VM POLICE DEPT SHOULDER PATCH		319.00		
COMPASS BUSINESS SOLUTIONS	UTILITY BILLS		1,353.96		
CULLIGAN	WATER, COOLER RENTAL, AUTO		59.71		
DALLAS COUNTY NEWS	LEGAL PUBLICATIONS		537.96		
DELTA DENTAL	DENTAL & VISION INS		497.48	11179614	3/31/22
EARLHAM COMM LITTLE LEAGUE	SOFTBALLS		143.76		
EARLHAM SAVINGS BANK	EBANK EFT ACH FEES		25.00		
EFTPS	FED/FICA TAX		4,071.30	11179613	4/01/22
FORTE	WEB PROCESSING FEES	265.32		11179615	3/31/22
FORTE	POS PROCESSING FEES	29.42	294.74	11179616	3/31/22
GALLS LLC	PD DUTY BELTS, KEY HOLDER, MIS		1,085.24		
gWORKS	BANK REC TO GL BALANCING PROJ		625.50		
HOTSY CLEANING SYSTEM	FD HOTSY REPAIR/REPLACE		720.02		
IOWA DEPT OF PUBLIC SAFETY	IA ONLINE WARRANTS & ARTICLES		600.00		
IOWA SOCCER ASSOCIATION	REC FEES		354.30		
JAMES & GWENDOLYN FOLKERTS	LOT 8 VM COUNTRY EST PLAT 1		2,000.00		
JAY OLSON	REC PROGRAMMING SERVICES		2,000.00		
JESTER INSURANCE SERVICE	PACKAGE - ADD VM SAFETY ASSOC		100.00		
KONICA MINOLTA	CONTRACT COVERAGE QRT 1 2022		311.76		
LAURA KUNKEL	CLEANING SERVICES		125.00		
LOWE'S	OFFICE IMPROVEMENTS		45.19		
MATHESON TRI GAS INC	OXYGEN		110.44		
MEDIACOM	INTERNET SERVICES		296.90		
MIDAMERICAN ENERGY	GAS/ELEC		2,439.86		
MUNICIPAL SUPPLY INC	WA MXU'S FOR METERS		3,012.00		
OFFICE DEPOT	CITY HALL SUPPLIES		569.24		
OMNIGO SOFTWARE	Fleet Management		1,214.69		
OVERDRIVE INC	LIBRARY MATERIALS		343.47		
CITY OF VAN METER PARKS & REC	CASH TO PAY LL UMPIRES		4,125.00		
PETTY CASH	RECONCILE PETTY CASH		52.13		
PORTER FAMILY LIVING TRUST	LOT 7 VM EST PLAT NO 1		2,000.00		
SAFE BUILDING LLC	BLDG INSPECT SERVICES		2,579.60		
SCHEELS - DES MOINES	LITTLE LEAGUE SOFTBALLS		287.52		
SIG SAUER INC	P320 9MM 3.6IN PRO BLACK STRIK		463.66		
SYNCB/AMAZON	LIB MATERIALS, SUPPLIES		753.98		
THE HARTFORD	LIFE & DISABILITY		174.20	11179617	3/31/22
TREAS - ST OF IA SALES TX	FEB 2022 WET		1,194.37	11179612	3/17/22
US POSTMASTER	APRIL UT BILLS/NEWSLETTERS		193.66	30977	3/30/22
VC3 INC	IT N BOX		1,753.27		
VEENSTRA & KIMM INC	ENG SERVICES - GRAND ESTATES		4,807.65		
VERIZON WIRELESS	PHONE CHARGES		892.20		
WASTE CONNECTIONS	GARBAGE CONTRACT		8,452.90		
WASTE SOLUTIONS OF IA	KYBOS - PARKS		1,092.00		
WAUKEE HARDWARE & RENT IT	PD DOOR KEY		9.03		

CLAIMS REPORT
Check Range: 3/15/2022- 4/11/2022

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
WELLMARK	HEALTH INSURANCE		9,237.90	11179618	3/31/22
WELLS FARGO CC	CREDIT CARD EXPENSES		2,022.08		
WEX BANK	JAN/FEB WEX GAS & MERCH		1,882.62	11179619	3/31/22
			=====		
	Accounts Payable Total		77,418.10		
	Invoices: Paid		17,546.27		
	Invoices: Scheduled		59,871.83		

**CLAIMS REPORT
CLAIMS DEPT SUMMARY**

DEPT	NAME	AMOUNT
050	LIABILITIES	4,482.30
110	POLICE	9,720.87
130	EMERGENCY MANAGEMENT	12.42
150	FIRE	2,866.37
160	AMBULANCE	430.65
210	ROADS, BRIDGES, SIDEWALKS	2,376.17
230	STREET LIGHTING	177.88
290	GARBAGE	8,452.90
410	LIBRARY	2,151.31
430	PARKS	20.89
440	RECREATION	9,129.52
620	CLERK/TREASURER/ADM	3,203.52
640	LEGAL SERVICES/ATTORNEY	8,195.69
650	CITY HALL/GENERAL BLDGS	210.54
810	WATER	11,827.93
815	SEWER/SEWAGE DISPOSAL	14,159.14

	TOTAL DEPARTMENTS	77,418.10

**CLAIMS REPORT
CLAIMS FUND SUMMARY**

FUND	NAME	AMOUNT
001	GENERAL	30,679.88
059	PARK OPERATIONS	9,098.40
110	ROAD USE TAX	1,224.31
112	EMPLOYEE BENEFITS	6,091.75
182	LIBRARY TRUST FUND	2,424.55
600	WATER	12,947.23
610	SEWER	14,951.98

	TOTAL FUNDS	77,418.10

CITY OF DESOTO & VAN METER AUTOMATIC LAW ENFORCEMENT MUTUAL AID PLAN



Effective: 5-1-2022

INTRODUCTION

Policy Title:	Introduction
Adoption Date:	
Date of Most Recent Update:	
Policy Number:	28E-001

This manual establishes standard operational policies for the administration of the City of DeSoto and City of Van Meter Law Enforcement Mutual Aid 28E agreement. This is meant to provide guidance when dealing with inter-department-specific issues and situations, and to ensure law enforcement activities are consistent, effective, efficient, and safe in both cities.

The 28E agreement denotes these policies be created to provide for the safety, health, and wellness of each police departments members by establishing a specific policy manual and accompanying procedures for administration of the 28E agreement.

All personnel of both departments shall follow these policies and accompanying procedures to the best of their ability. Each department shall incorporate these policies into their policy manual as appropriate.

All members of both departments will understand and follow these policies and procedures. Deviation from these policies and procedures is permitted due to unforeseen circumstances.

Command Officers and supervisors of each department shall be responsible to ensure their subordinates understand and follow these policies and procedures. Command Officers and supervisors will document and report deviations to the appropriate Police chief, or his/her designee, for review.

John Sparling, Police chief
City of DeSoto, Iowa

William Daggett, Police chief
City of Van Meter, Iowa

GENERAL RULES

Policy Title:	General Rules of Operations
Adoption Date:	
Date of Most Recent Update:	
Policy Number:	28E-002

Authority

The police chiefs of the cities by 28E agreement are given the authority to work together in all aspects of law enforcement by their elected bodies. Officers of both cities are given law enforcement authority in both cities.

Chain of Command

As such peace officers/employees who shall be commanded by these police chiefs or superior authority below the Chiefs to maintain the peace or perform police duties or act in a law enforcement capacity outside the territorial limits of the unit which regularly employs such officers/employees shall be under the direction and authority of the local commanding officer of the governmental agency to which they are called to perform duties and shall be personnel of such governmental agency for purposes of final authority.

Exercise of Authority

Police officers who are called to perform such services (except as provided in paragraph 5 hereof) shall have all powers and authority of peace officers in such jurisdiction as provided by law, including the power of arrest and ability to enforce municipal codes.

Policies & Procedures

Each department maintains a separate set of policies and procedures as such police officers who are called to perform such services (except as provided in paragraph 5 hereof) outside of their jurisdiction shall be governed by the employing agencies policies and procedures. Any issues arising out of their actions shall be handled according to their employing agencies policies and procedures approved by their respective governing body. All personnel complaints if originated outside the employing agency shall be handled as a joint investigation by the police chiefs with the employing police chief having final jurisdiction over disposition of the complaint. The additional sections of this manual shall denote the specific procedures for the areas of law enforcement the police chiefs have agreed upon where they feel mutual aid is needed.

SCHEDULING

Policy Title:	Joint Department Scheduling
Adoption Date:	
Date of Most Recent Update:	12/15/15
Policy Number:	28E-003

The Police chiefs shall have sole discretion on the designated work schedules and shifts for each city. The Police chiefs may change or adjust the shifts of any or all members of their agency to best suit the needs of each city. The Police chiefs shall also determine specific duties of members and supervisors in the best interest of each city's welfare. The Police chiefs shall enter a joint scheduling system that best benefits the citizens of the cities and the needs of each department.

A copy of the schedule shall be given monthly to the city clerk or city administrator of each city as applicable and/or be maintained electronically so that it can be accessed as appropriate by those entities.

CALL RESPONSE & PATROL

Policy Title:	Call Response & Patrol Functions
Adoption Date:	
Date of Most Recent Update:	
Policy Number:	28E-004

When an officer is on duty in only one jurisdiction, they shall be considered on duty for both jurisdictions for the purpose of patrol, enforcement, and call response.

When each jurisdiction has an officer on duty, they shall be responsible for all law enforcement duties in their respective jurisdictions and be first backup of each other.

In general officers shall be allowed to patrol and take enforcement action in both cities as part of their regular duties. No "quotas" or other minimum performance standards relating to patrolling or otherwise devoting personnel time in either City shall be required by the police chief's or governing bodies. This is due to the fluid nature of police work.

When there is no officer on duty for either agency the communications center will contact the respective police chief and the police chief will decide how that call is to be handled.

INVESTIGATIONS

Policy Title:	Investigations
Adoption Date:	
Date of Most Recent Update:	
Policy Number:	28E-005

Investigations shall be the responsibility of the agency having jurisdiction and shall be handled per each departments policies and procedures. If a police chief needs additional assistance in an investigation he or she shall request such assistance from the other police chief. The police chief receiving the request shall accommodate such request to facilitate the best service to the citizens of the cities.

TRAINING

Policy Title:	Training
Adoption Date:	
Date of Most Recent Update:	
Policy Number:	28E-005

Each department has policy regarding training of officers. Each department shall maintain training to adhere to their department standards per policy.

The police chiefs shall work together to assure that the agencies formulate a joint training plan to provide training so that each officer is well rounded and serving the communities with the same level of professionalism and service.

If a police chief chooses to certify a member of their department as an instructor that instructor shall be available to the other department for certification of all officers in their chosen instruction area.

SPECIAL PROJECTS

Policy Title:	Special Projects
Adoption Date:	
Date of Most Recent Update:	
Policy Number:	28E-006

Special projects shall be the responsibility of the agency having jurisdiction and shall be handled per each departments policies and procedures. If a police chief needs additional assistance with a special project, he or she shall request such assistance from the other police chief. The police chief receiving the request shall accommodate such request to facilitate the best service to the citizens of the cities.

Agenda Item #8 – Discussion and Possible Action to Approve the Purchase of Grand Ridge Estates Lot 82 for the Department of Public Safety

Submitted for:

Action

Recommendation:

For Council to Approve

Sample Language:

Lot 82 is a 2.90-acre lot, that would house the future Department of Public Safety Building. The purchase of the property would cost \$52,200 and would be allocated from the Local Option Sales Tax fund.

Once approved, City Staff will work with the developer and legal counsel to purchase the property.



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February 23, 2022

Via E-Mail and Ordinary Mail

Jeff Kooistra
Interim City Administrator
Van Meter City Office
P.O. Box 160
Van Meter, IA 50261

**Re: Our Title Opinion No. 27771
Property: Lot 82 in Grand Ridge Estates Plat 1**

Dear Mr. Kooistra:

Pursuant to your request, we have examined an Abstract of Title in one part commencing with the date of government entry and ending in an Abstract prepared by American Abstract & Title, Abstract No. 716268 to November 19, 2021 at 7:00 a.m. and Pencil Notes to February 2, 2022 at 7:00 a.m. Those who prepared the last continuation of the Abstract of Title have certified that it reflects all matters up to that date and relating to the following property:

Lot 82 in Grand Ridge Estates Plat 1, an Official Plat, now included in and forming a part of the City of Van Meter, Dallas County, Iowa.

As of that date and time, we find from our examination that good and marketable title to the property described above is held by:

VAN METER LAND CO., L.L.C.

EXCEPT THAT we also find certain matters which could affect the right of the titleholder to sell the property or your right to keep it. Such matters are listed below and must be satisfactorily resolved before closing:

1. **WARRANTY DEED.**

Requirement: We would require a Warranty Deed given by Seller and signed by the duly authorized representative of Seller.

2. **MORTGAGE.** The abstractor reports that the lot is encumbered with a mortgage recorded at Book 2020, Page 35752 in favor of Iowa Trust & Savings Bank.

Requirement: We would require a release of the mortgage.

3. **MORTGAGE.** The abstractor reports that the lot is encumbered with a mortgage recorded at Book 2020, Page 36914 in favor of Guthrie County State Bank.

Requirement: We would require a release of the mortgage.

4. **MASTER DECLARATION.** The property is subject to the Master Declaration of Grand Ridge Estates which was recorded as part of the Plat in this matter at Book 2021, Page 33832. The instrument purports to provide for certain assessments.

Requirement: We would require an Affidavit from the Master Association that all assessments have been paid to the date of Closing. Moreover, the purchaser should determine whether its intended use of the property is subject to the assessment regime.

5. **PLAT.** Reported as part of the platting process is a plat map of the Grand Ridge Estates, Plat 1. A copy is enclosed. The plat reflects that Lot 82 is subject to a sanitary sewer easement and surface water flowage easements.

Requirement: The purchaser should examine the impact of these easements on its intended use of the property.

6. **PUBLIC UTILITY EASEMENT.** Reported at Book 2021, Page 33847 is a public utility easement which purports to impact the west 15 feet of the property.

Requirement: The purchaser should examine the impact of this easement on its intended use of the property.

7. **PUBLIC SANITARY SEWER EASEMENT.** Reported at Book 2021, Page 33849 is a public sanitary sewer easement which purports to impact the north 20.00 feet of the west 251.34 feet of Lot 82 as measured on the north lot line.

Requirement: The purchaser should examine the impact of this easement on its intended use of the property.

8. **DECLARATION OF PRIVATE EASEMENT FOR SURFACE WATER FLOWAGE.** Reported at Book 2021, Page 33851 is the aforementioned easement which purports to impact the east 10 feet of the west 25 feet of Lot 82.

Requirement: The purchaser should examine the impact of this easement on its intended use of the property.

9. **REAL ESTATE TAXES.** It is reported in the Abstract that real estate taxes are paid in the first installment and the second installment. All prior years have been paid.

Requirement: We would require that the taxes be paid or prorated to the date of closing per the applicable instrument. Recall that unpaid property taxes constitute a lien.

10. **SEARCHES.** The Abstract shows lien searches have been conducted and finds nothing to report.

11. **ZONING.** The Abstract reflects that the property is subject to the Zoning of the City of Van Meter.

12. **MNLR.** The Abstract reflects that searches have been conducted on the MNLR (Mechanic's Notice and Lien Registry) as maintained by the Iowa Secretary of State.

Requirement. You should search the MNLR registry prior to closing.

13. **STANDARD EXCEPTIONS.** This title opinion is subject to our standard exceptions attached hereto and by this reference incorporated herein. You should take note of these exceptions.

14. **FINAL TITLE OPINION.** We have held the abstract in our office pending the closing in this matter. After closing has occurred, we will have the abstract updated to complete our final title opinion.

Sincerely,
WHITFIELD & EDDY, P.L.C.

By: _____


John F. Fatino

Enclosure

**REAL PROPERTY PURCHASE AGREEMENT
AMENDMENT**

WHEREAS, the parties enter into a certain Real Property Purchase Agreement, effective October 12, 2020;

WHEREAS, the Plat was subsequently recorded with the county recorder;

WHEREAS, what was designated as Grand Estates Plat 1, Lot 158 became Grand Ridge Estates Plat 1, Lot 82;

THEREFORE, the parties, for mutual consideration, agree that the original Real Property Purchase Agreement should be amended to reflect the real property subject to the Agreement is, in fact, Lot 82, Grand Ridge Estates Plat 1. Where the term Grand Ridge Estates Plat 1, Lot 158 is seen in the Agreement, the phrase Lot 82 Grand Ridge Estates Plat 1 should be used instead.

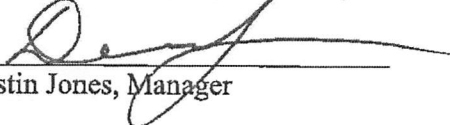
In all other respects, the parties affirm and re-affirm the certain Real Property Purchase Agreement subject to this amendment.

Dated this ___ day of _____, 2022.

CITY OF VAN METER:

By: _____
Allan B. Adams, Mayor

VAN METER LAND COMPANY, LLC

By: 
Dustin Jones, Manager

Agenda Item #9 – Discussion and Possible Action to Approve Bid for Cured-In-Place-Pipe Liner

Submitted for:

Action

Recommendation:

Discuss and Possible Approval of one of the CIPP lining bids

Sample Language:

City staff received three bids for lining the City of Van Meter sewer pipes with a resin mixture. Cured-in-Place-Pipe (CIPP) lining is a method of trenchless rehabilitation and restoration used in the repair of existing pipes. This would help ratify the issue of storm water leaking into the City of Van Meter sewer pipes and into the City lagune.



Hydro-Klean, LLC
 333 NW 49th Place
 Des Moines, IA, 50313
 Phone: 515-283-0500

Quote

Quote Nbr.: Q003623
 Order Date: 03/14/2022
 Valid Until:
 Sales Person: Michelle Barrett
 Customer ID: 104890
 Payment Terms:

Job Site:
 City of Van Meter, IA
 310 Mill Street
 P.O. Box 160
 Van Meter IA 50261
 United States of America

Bill to:
 City of Van Meter, IA
 310 Mill Street
 P.O. Box 160
 Van Meter IA 50261
 United States of America

*** This Quote has not been approved by Hydro-Klean Management! ***

Job Description

Projected probable project cost to perform the following tasks on a unit cost basis: Variations in the work scope will require execution of a change order.
 Installation of CIPP from MH to MH in the lines provided by the city.
 Customer is responsible for providing water and dumpsite at no additional cost to HK.
 HK will have cones and RWA signs for residential streets. All major setups will be the city's responsibility or an additional charge.
 Pipe conditions are constantly changing so any defects that prevent liner installation will be discussed with the city.

NO.	ITEM	QTY.	UOM	PRICE	Amount
1	Mobilization	1.0000	EACH	3,500.0000	3,500.00
2	Pre Clean, CCTV, and Measure	5,585.0000	FOOT	5.2500	29,321.25
3	Protruding Tap Removal	1.0000	EACH	500.0000	500.00
4	8" CIPP Lining	5,585.0000	FOOT	20.0000	111,700.00
5	Reinstatements	98.0000	EACH	50.0000	4,900.00

***NOTE: Quote does not include any applicable taxes**

Prepared By: Michelle Barrett Accepted By: _____ *Quote Total: 149,921.25
 Approved By: Wade Anderson Date: _____
 PO#: _____

ACCUJET LLC
 12155 J AVE
 PERRY, IA 50220
 +1 5153608582
 kyle@accujetiowa.com
 http://www.accujetiowa.com

ACCU JET SEWER AND DRAIN CLEANING

ADDRESS
 City of Van Meter
 505 Grant St PO Box 160
 Van Meter, IA 50261 USA

Estimate 2207

DATE 01/27/2022

DATE	ACTIVITY	QTY	RATE	AMOUNT
03/12/2021	bid Estimate to line mainline sanitary sewer . City to provide manhole access, water, and dumpsite. Price includes liner prep. All footage is estimate footage.	1	0.00	0.00
	Mainline liner Install liner per ASTM1216 specs MH90-MH89, MH94-MH90, MH95-90, MH89-32, Dead End-MH31, MH94B-MH94A, MH94A-MH94, MH114-MH115 ON DeSoto Rd, Feller CT, Progress Dr	2,801	33.00	92,433.00

TOTAL \$92,433.00

FY22

Accepted By

Accepted Date

5.585

Disclaimer:

Although best inspection practices are used to address all potential issues, some unforeseen issues may be exposed. At this time work will not resume until a work/change order for additional costs is signed. Issues may include but are not limited to: Heavy root infiltration, collapsed pipe, misaligned pipe, massive defects, and protruding taps.

ACCUJET LLC
 12155 J AVE
 PERRY, IA 50220
 +1 5153608582
 kyle@accujetiowa.com
 http://www.accujetiowa.com

ACCU JET SEWER AND DRAIN CLEANING

Estimate 2208

DATE 01/27/2022

ADDRESS

City of Van Meter
 505 Grant St PO Box 160
 Van Meter, IA 50261 USA

DATE	ACTIVITY	QTY	RATE	AMOUNT
03/12/2021	bid Estimate to line mainline sanitary sewer . City to provide manhole access, water, and dumpsite. Price includes liner prep. All footage is estimate footage.	1	0.00	0.00
	Mainline liner Install liner per ASTM1216 specs MH27-MH26, MH26-MH24, MH15-MH14, MH14-MH13, MH4-MH3, MH2-MH1 on Grant and Pleasant, Cross and Virginia, Avery and Mills. MH25-MH24, MH7-MH6, MH6-MH5 on Pleasant, and Ellis to West St	2,784	33.00	91,872.00
TOTAL				\$91,872.00

FY 23

Accepted By

Accepted Date

Disclaimer:

Although best inspection practices are used to address all potential issues, some unforeseen issues may be exposed. At this time work will not resume until a work/change order for additional costs is signed. Issues may include but are not limited to: Heavy root infiltration, collapsed pipe, misaligned pipe, massive defects, and protruding taps.



**Van Meter Sanitary Sewer
CIPP Lining**

Van Meter
will hereafter be referred to as "Customer"
CIT Sewer Solutions will hereafter be referred to as "CIT"

DESCRIPTION OF WORK: The work to be done under this contract includes all labor, materials, and equipment to install approximately 5,585' of 8" UV GRP CIPP Liner.

PRICING:

Description	Quantity	Rate	Total
8" UV GRP CIPP Liner	5,585'	\$82.29	\$459,589.65
			<u>\$459,589.65</u>

CHANGE ORDER: Request for any additional work not included in the provisions of these specifications will be negotiated between Customer and CIT via change order. Must be signed and dated by all parties before additional work can begin.

PAYMENT: Payment will be made at the unit prices listed above. Customer will pay CIT in full for all completed work within 30 days of invoice date.

SCHEDULING AND EXECUTION OF WORK: Customer will give CIT a notice to proceed after all contracts have been executed and all necessary forms or insurance certificates have been collected by either CIT or the customer. Customer and CIT will establish a schedule that identifies a project itinerary that is mutually beneficial to both parties within the performance period.

CIT will begin work as soon as possible after notice to proceed from Customer.

WORK AND MATERIAL PROVIDED BY CUSTOMER:

Customer will provide the following at no cost to CIT:

- 1) Proper and safe access to jobsite and manholes
- 2) Traffic control in addition to CIT's truck warning lights and traffic cones (as needed or required)

Customer Scheduling Coordinator

Phone Number

Name and address of the person reports should be sent to:

Name and address or email invoices should go to:

Preferred Invoice Method: Emailed Mailed

Agreement dated this the _____ day of _____, 20____

Customer Authorized Signature

Shane Jacobson

CIT Signature

Executed contracts may be sent with the CIT Project Manager, emailed or mailed to:

office@citsewer.com
CIT Sewer Solutions
PO Box 203
McCallsburg, IA 50154

Agenda Item #10

Discussion and Possible Action to Approve Final Plans
and Timeline from WHKS for Construction of the East

Submitted for: Street Underpass

Action

Recommendation:

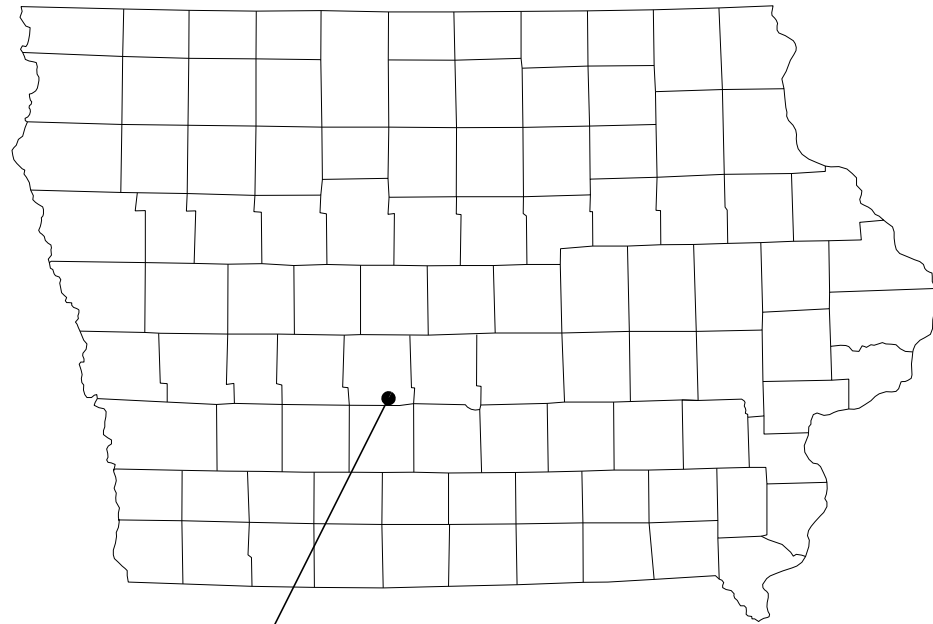
Discussion and Possible Approval of Final Plans for the East Street
Underpass

Sample Language:

EAST STREET UNDERPASS STABILIZATION

VAN METER, IOWA

2022



CITY OF VAN METER IOWA

THE IOWA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION, SERIES 2015, PLUS APPLICABLE GENERAL SUPPLEMENTAL SPECIFICATIONS, DEVELOPMENTAL SPECIFICATIONS, SUPPLEMENTAL SPECIFICATIONS, AND SPECIAL PROVISIONS SHALL APPLY TO CONSTRUCTION WORK ON THIS PROJECT.

CITY OFFICIALS

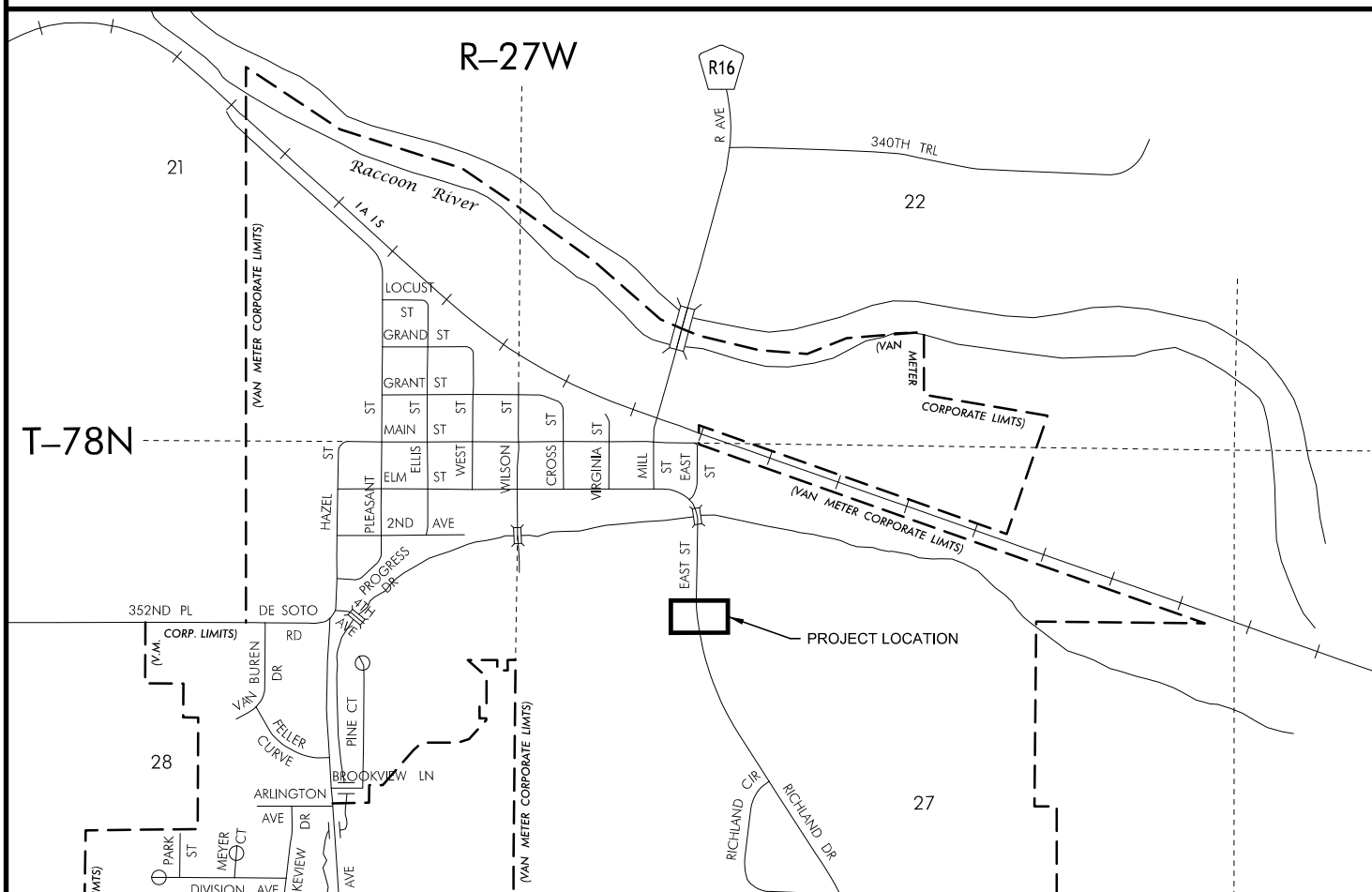
MAYOR: ALLAN ADAMS
 COUNCIL: LYN LYON
 TRAVIS BROTT
 JOE HERMAN
 BLAKE GROLMUS
 CRAIG GREER
 CITY ADMINISTRATOR: SARAH AMES
 CITY CLERK: LIZ THOMPSON
 PUBLIC WORKS: DAVE HERMAN

INDEX

SHEET 1 _____ TITLE SHEET
 SHEET 2-5* _____ TYPICAL SECTIONS AND DETAILS
 SHEET 6-7 _____ QUANTITIES
 SHEET 8-9* _____ PLAN AND PROFILE
 SHEET 10* _____ TRAFFIC CONTROL PLAN

* SELECT PLAN SHEETS WERE PRODUCED IN COLOR AND SHOULD BE PRINTED AS SUCH TO AVOID MISREPRESENTATIONS OR MISUNDERSTANDINGS

PROJECT LOCATION



UTILITY CONTACT INFORMATION		
Utility	Contact	Phone
Mid American Gas	Craig Ranfeld	515-252-6632
Mid American Electric	Craig Ranfeld	515-252-6632
Centurylink	Sadie Hull	918-547-0147
Mediacom	Kevin Collins	515-246-6668
City of Van Meter	Dave Herman	515-996-2644
Windstream Communications	Locate Desk	800-289-1901

PROFESSIONAL
ENGINEER
IOWA
LICENSED

LUCAS D.
FATKA
23466

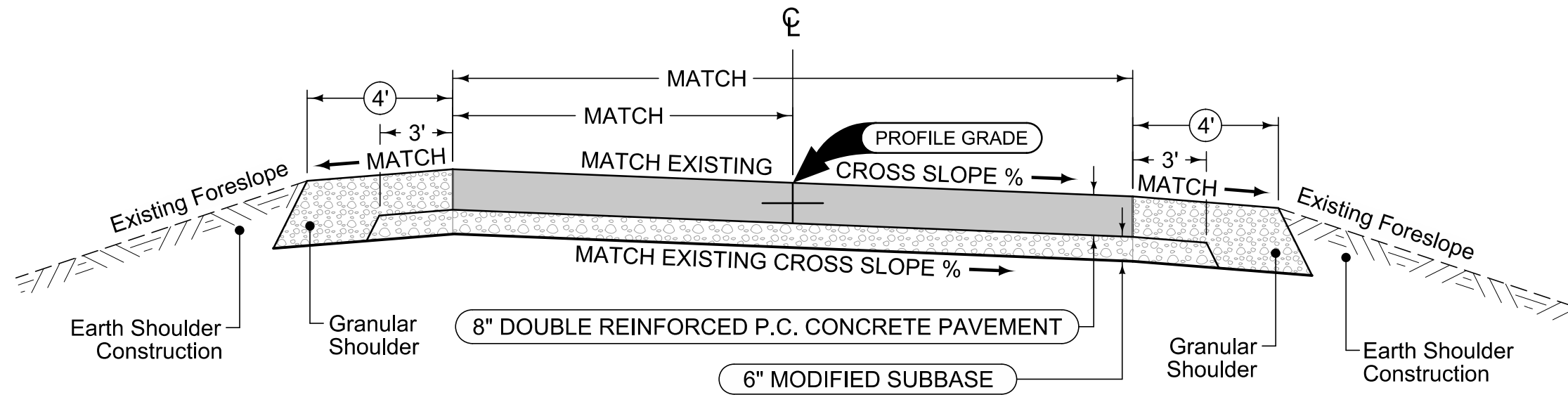
I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa.

Lucas D. Fatka 4/6/22
 Lucas D. Fatka, P.E. Date

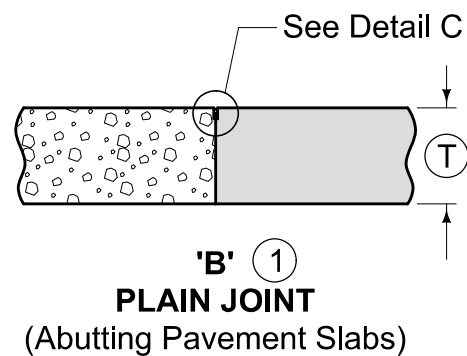
License Number 23466
 My license renewal date is December 31, 2023
 Pages or sheets covered by this seal:
 ALL



East Street Typical Section

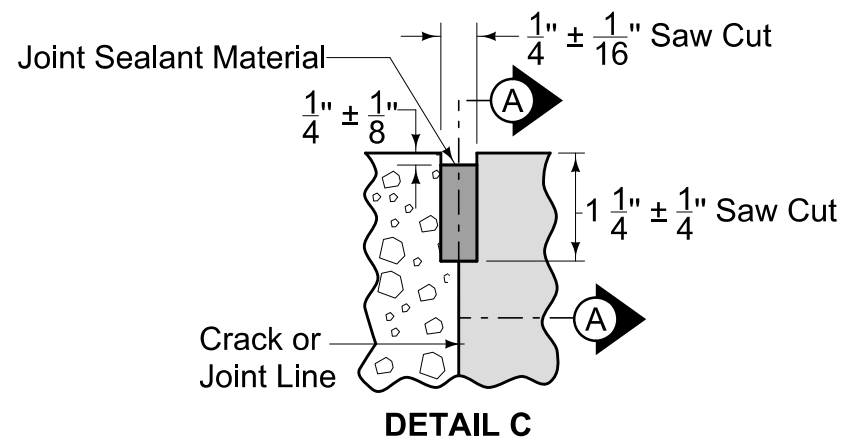


JOINT ABUTTING EXISTING PAVEMENT

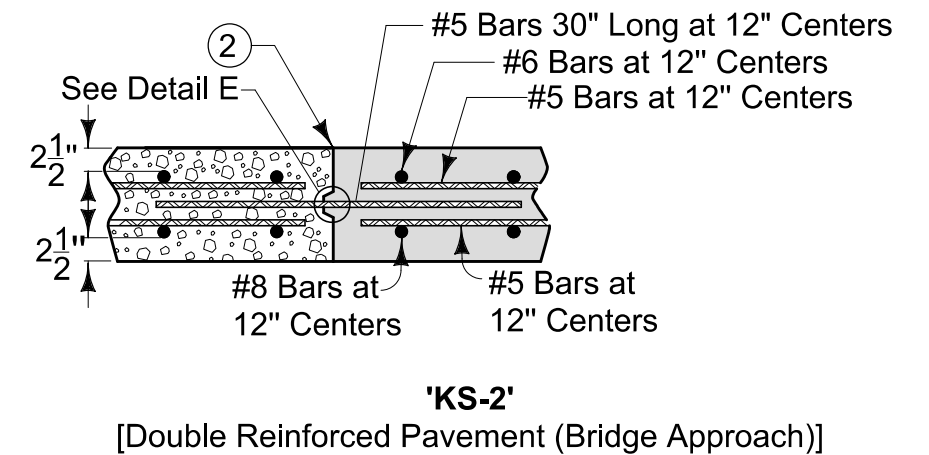


① Edge with 1/8 inch tool for length of joint.

TRANSVERSE CONTRACTION JOINT



LONGITUDINAL CONTRACTION JOINT

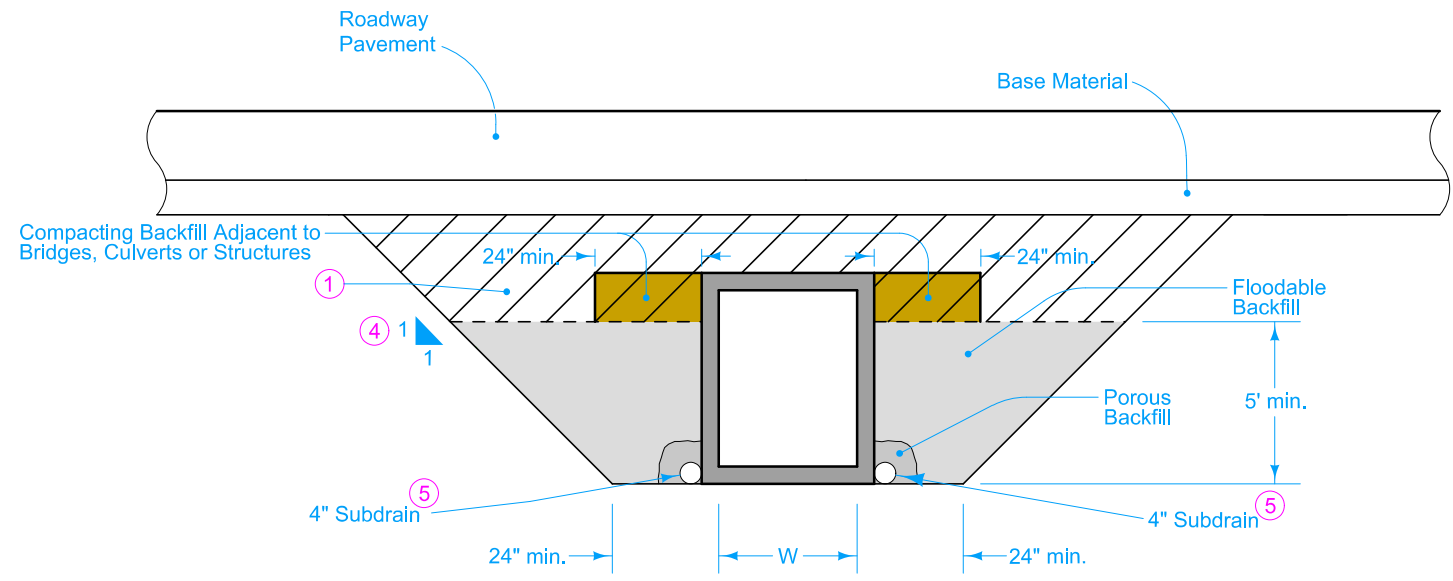


② Sawing or sealing of joint not required.

NO.	DATE	REVISIONS DESCRIPTION

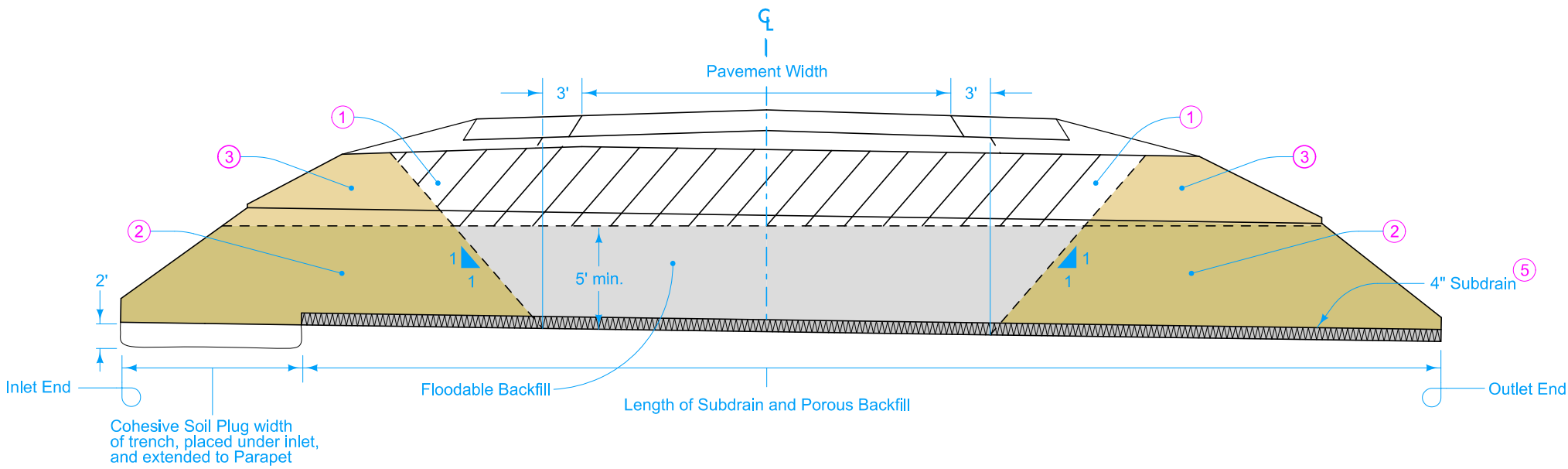
EAST STREET UNDERPASS STABILIZATION
TYPICAL SECTION AND DETAILS
CITY OF VAN METER, IOWA

SCALE	AS SHOWN
PROJECT NO.	9499
DRAWN BY:	---
CHECKED BY:	---
SHEET	2 OF 10



RCB INSTALLATION

- ① Excavated material meeting the requirements of the Standard Specifications. Compact using moisture control. The Contractor has the option to use Floodable Backfill. No additional compensation will be provided if the Contractor elects to use Floodable Backfill in lieu of suitable soil.
- ② Prior to flooding, place a cohesive soil plug to the height of the floodable backfill at the inlet, outlet and sides of the culvert.
- ③ Excavated material meeting the requirements of the Standard Specifications. Compact using moisture control. If the option to use Floodable Backfill to the top of subgrade is used, extend the cohesive soil plug to the top of subgrade.
- ④ Quantity calculations for payment are based on a 1:1 slope and minimum trench dimension. Actual slope of trench may vary based upon Contractor's operations. No additional payment will be made for additional quantities resulting from use of flatter slopes.
- ⑤ Place at flowline elevation of culvert starting at parapet for inlet and outletting at end of outlet headwall wings. Cover with a minimum of 4 inches of Porous Backfill.



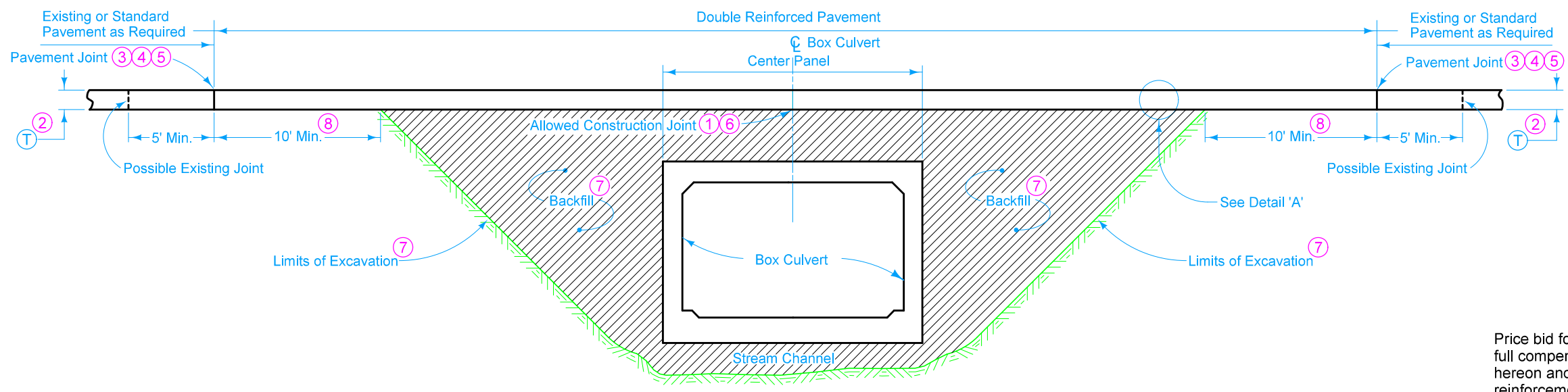
TYPICAL SECTION - COHESIVE SOIL PLUG

Denotes pay limits for flooded backfill

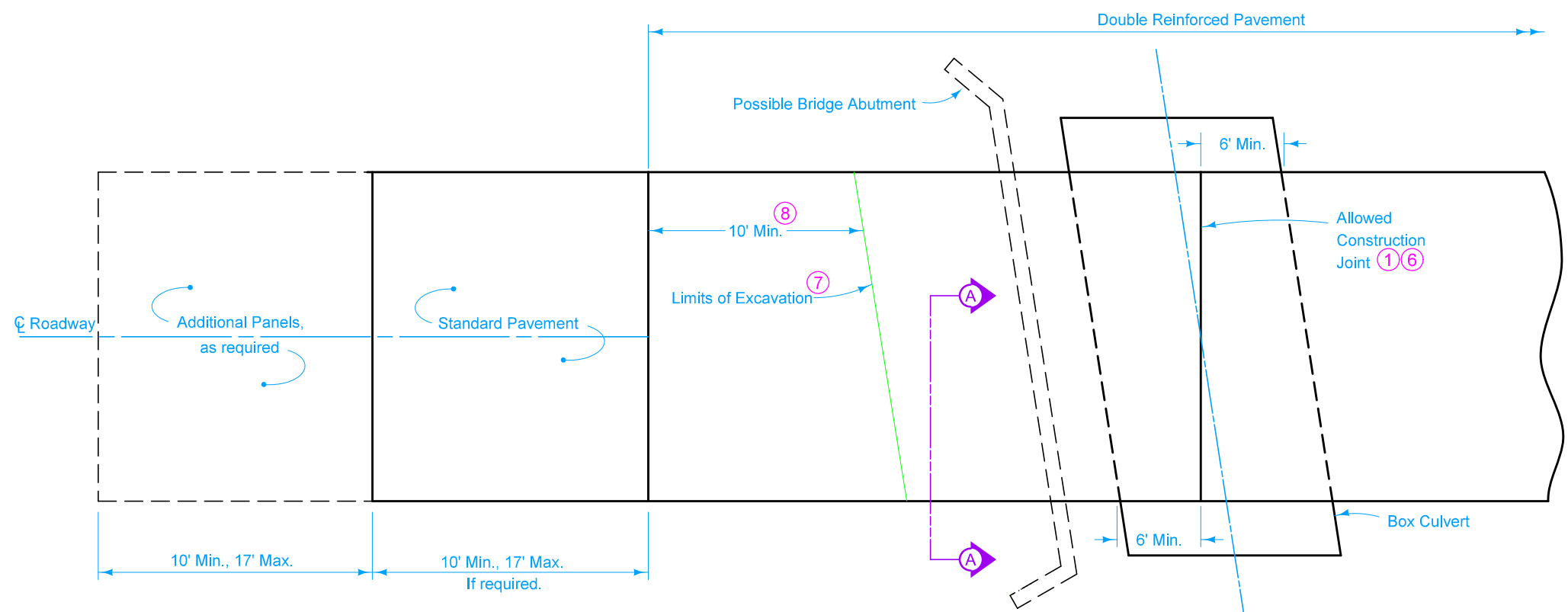
NO.	DATE	REVISIONS	DESCRIPTION

EAST STREET UNDERPASS STABILIZATION
DETAILS
CITY OF VAN METER, IOWA

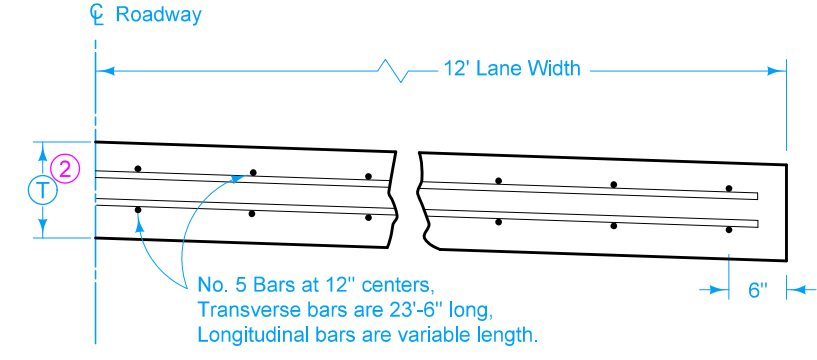
STANDARD ROAD PLAN	DR-111
SCALE AS SHOWN	
PROJECT NO. 9499	
DRAWN BY: --	
CHECKED BY: --	
SHEET	
BOX CULVERT (BACKFILL)	
3 OF 10	



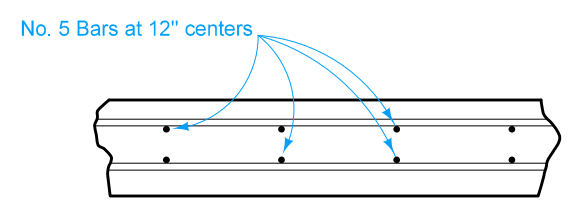
SECTION - TYPICAL INSTALLATION AT CL



PLAN - TYPICAL INSTALLATION



SECTION A-A
Half Section



DETAIL 'A'
PARTIAL LONGITUDINAL SECTION

Price bid for standard pavement of the specified thickness is full compensation for constructing the pavement as detailed hereon and elsewhere in the plans, including all necessary reinforcement and expansion joints as required on this project.

See Sheet 2 for joint details.

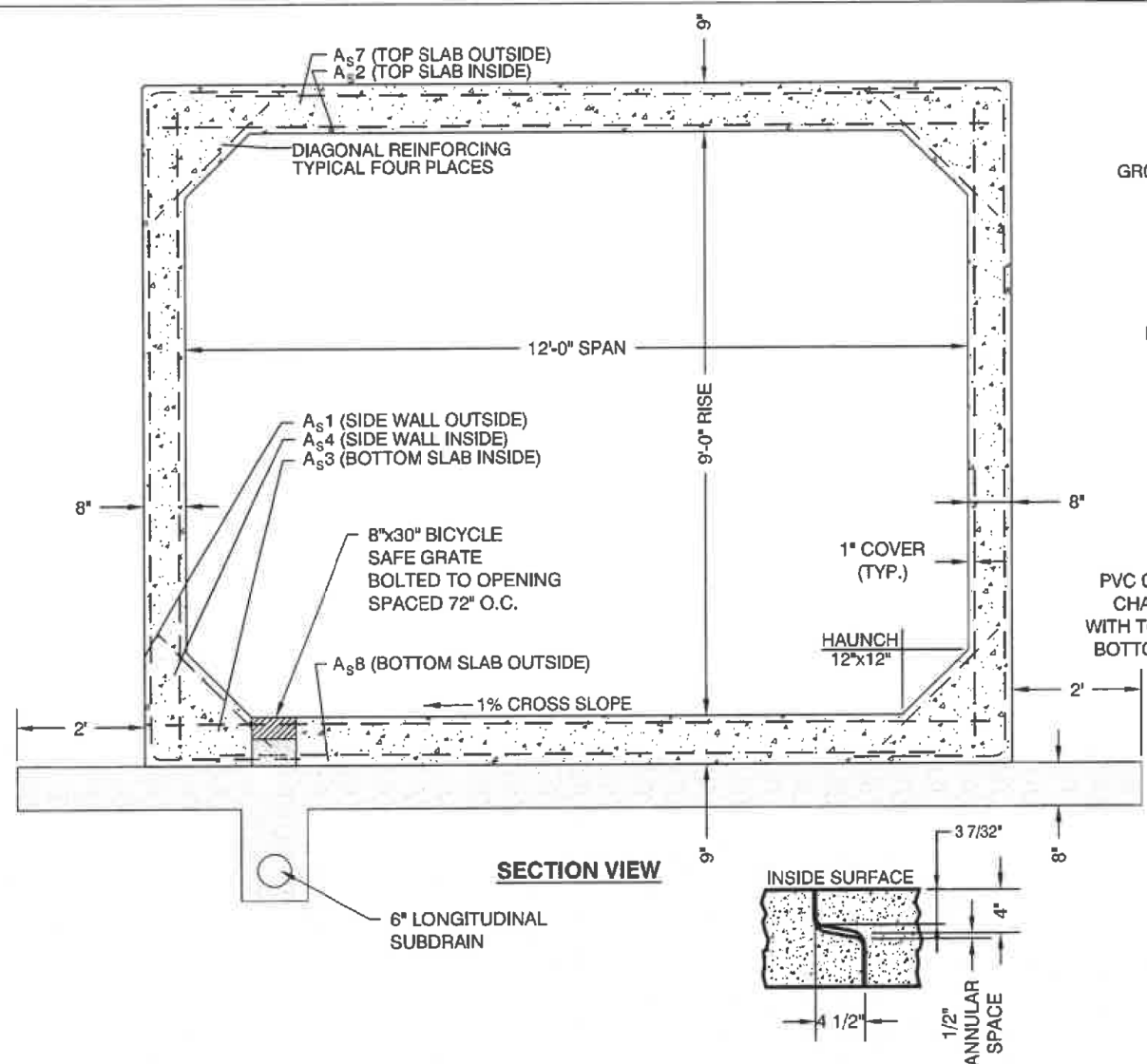
Provide minimum 2 inches clearance for all reinforcement.

- ① Construction Joints will be allowed if:
 - A. Joint is located at center of culvert.
 - B. Joint is a minimum of 6 feet from edge of culvert.
 - C. Two joints may be used if condition B is met and center panel is a minimum of 15 feet in length.
- ② Refer to typical sections elsewhere in the plans for pavement thickness (T).
- ③ Existing Pavement Joints:
 - A. When joints are 'C'; use 'B' joint.
 - B. When joints are 'CD'; use 'RD' joint.
 - C. If existing pavement is HMA or Composite (HMA over PCC); use 'B' joint.
- ④ New Pavement Joints:
 - A. When joints are 'C'; use 'B' joint.
 - B. When joints are 'CD'; use 'CD' joint.
- ⑤ Place Pavement Joint no closer than 5 feet from existing joint.
- ⑥ Lap all bars 15 inches.
- ⑦ Limits of excavation and type of backfill are shown elsewhere on the plans.
- ⑧ Extend Double Reinforced Pavement a minimum of 10 feet beyond limits of excavation.

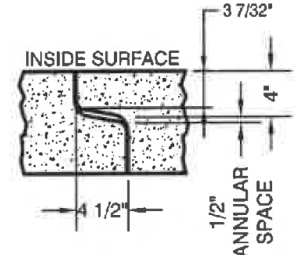
NO.	DATE	DESCRIPTION

STANDARD ROAD PLAN	PR-120
DOUBLE REINFORCED PAVEMENT OVER BOX CULVERTS	
SCALE AS SHOWN	
PROJECT NO. 9499	
DRAWN BY: ---	
CHECKED BY: ---	
SHEET 4 OF 10	

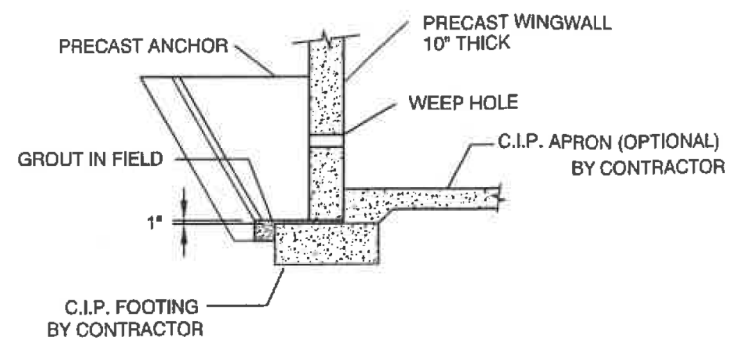
EAST STREET UNDERPASS STABILIZATION DETAILS CITY OF VAN METER, IOWA



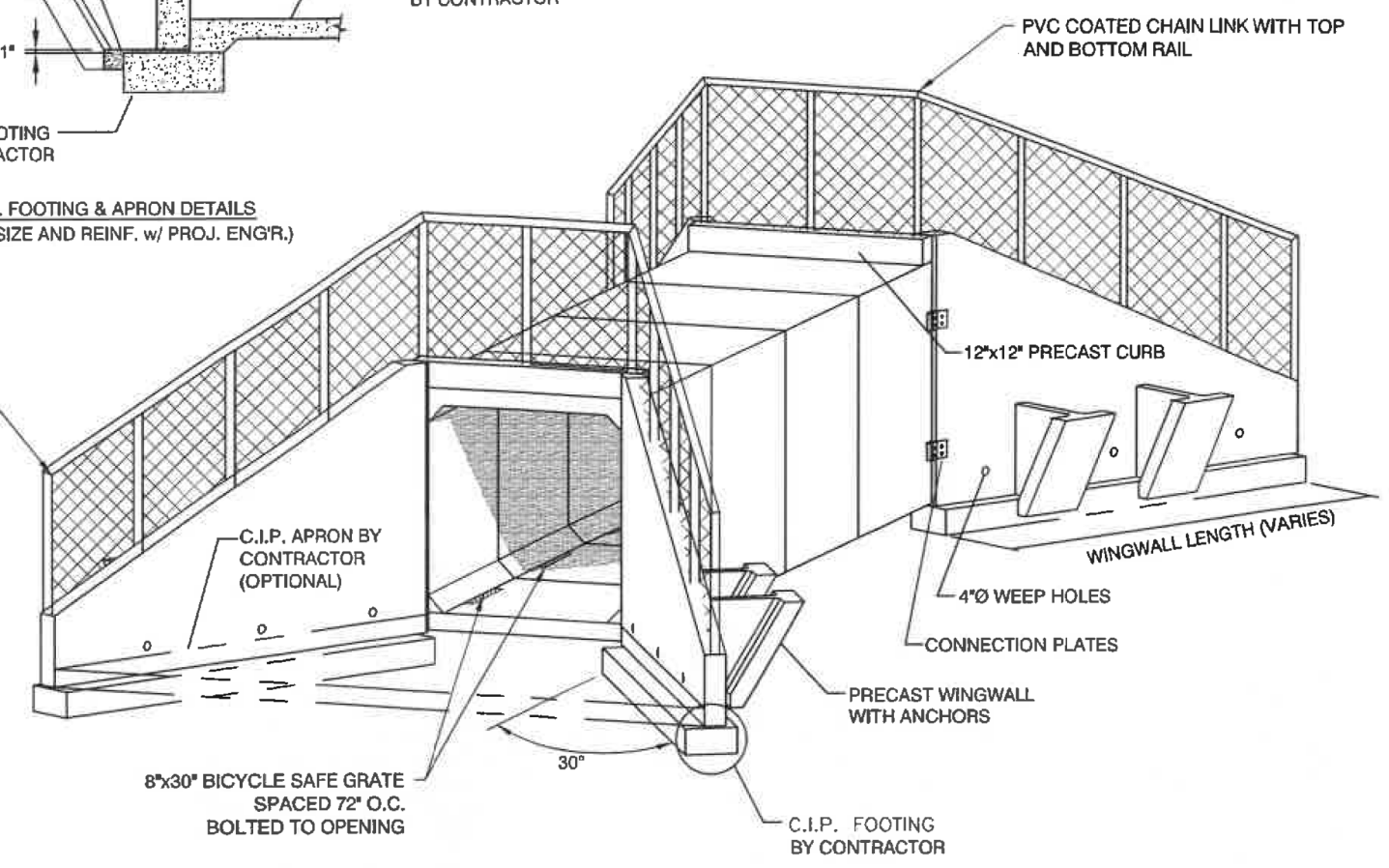
SECTION VIEW



TYPICAL JOINT DETAIL



C.I.P. FOOTING & APRON DETAILS
(VERIFY SIZE AND REINF. w/ PROJ. ENGR.)



12' x 9' SINGLE CELL BOX CULVERT

WEIGHT / FT. = 5,100 LBS.

LOADING, DESIGN METHODS AND MATERIALS
COMPLY WITH ASTM C789 or C850
Standard laying length = 6'-0"
WWF ASTM A185, $f_y = 65$ KSI
Concrete Strength, $f_c = 5$ KSI
Box culvert design and analysis is performed on the **BOX CAR** computer program.

NO.	DATE	REVISIONS	DESCRIPTION

EAST STREET UNDERPASS STABILIZATION
EXISTING RCB DETAILS
CITY OF VAN METER, IOWA

SCALE	AS SHOWN
PROJECT NO.	9499
DRAWN BY:	--
CHECKED BY:	--
SHEET	5 OF 10

100-1D
10-18-05

PROJECT DESCRIPTION

This project is for the Stabilization of the East Street Underpass. This project will include removal of the existing pavement and backfill around the underpass. It will also include construction of new backfill, double reinforced pavement, granular shoulders, and removal and reinstallation of steel beam guardrail.

100-1A
07-15-97

**ESTIMATED PROJECT QUANTITIES
(1 DIVISION PROJECT)**

Item No.	Item Code	Item	Unit	Total	As Built Qty.
1	2115-0100000	MODIFIED SUBBASE	CY	68.9	
2	2121-7425020	GRANULAR SHOULDERS, TYPE B	TON	50.00	
3	2123-7450000	SHOULDER CONSTRUCTION, EARTH	STA	1.68	
4	2301-1033080	STANDARD OR SLIP FORM PORTLAND CEMENT CONCRETE PAVEMENT, CLASS C, CLASS 3 DURABILITY, 8 IN.	SY	354.0	
5	2402-0425040	FLOODED BACKFILL	CY	472.0	
6	2402-2720000	EXCAVATION, CLASS 20	CY	734.0	
7	2502-8212304	SUBDRAIN, STANDARD, PERFORATED, 4 IN., AS PER PLAN	LF	240.0	
8	2502-8221306	SUBDRAIN OUTLET, DR-306	EACH	4	
9	2505-6765006	REMOVE AND REINSTALL FORMED STEEL BEAM GUARDRAIL	LF	175.0	
10	2510-6745850	REMOVAL OF PAVEMENT	SY	354.0	
11	2524-6765010	REMOVE AND REINSTALL SIGN AS PER PLAN	EACH	1	
12	2527-9263109	PAINTED PAVEMENT MARKING, WATERBORNE OR SOLVENT-BASED	STA	3.6	
13	2528-2518000	SAFETY CLOSURE	EACH	4	
14	2528-8445110	TRAFFIC CONTROL	LS	1.0	
15	2533-4980005	MOBILIZATION	LS	1.0	
16	2602-0000312	PERIMETER AND SLOPE SEDIMENT CONTROL DEVICE, 12 IN. DIA.	LF	240.0	
17	2602-0000350	REMOVAL OF PERIMETER AND SLOPE SEDIMENT CONTROL DEVICE	LF	240.0	

100-4A
10-29-02

ESTIMATE REFERENCE INFORMATION

Item No.	Item Code	Description
1	2115-0100000	MODIFIED SUBBASE Item is for the placement of subbase under the 8" thick PCC pavement. Refer to Sheet 2 for additional details.
2	2121-7425020	GRANULAR SHOULDERS, TYPE B Item is for the construction of granular shoulders adjacent to the proposed pavement Refer to Sheet 2 for additional details. An additional 15% is included for irregularities. Refer to Sheet 9 for location details.
3	2123-7450000	SHOULDER CONSTRUCTION, EARTH Item is for the construction of earth shoulders adjacent to the proposed Granular Shoulders, Type B. Refer to Sheet 2 for additional details.
4	2301-1033080	STANDARD OR SLIP FORM PORTLAND CEMENT CONCRETE PAVEMENT, CLASS C, CLASS 3 DURABILITY, 8 IN. Item is for the construction of double reinforced and non-reinforced PCC Pavement, as detailed on IDOT Standard Road Plan PR-120 and sheets 4 and 7 of these plans. Item includes 96.3 SY of non-reinforced PCC Pavement and 257.7 SY of double reinforced PCC Pavement. Refer to Sheet 2 and Sheet 9 for additional details.
5	2402-0425040	FLOODED BACKFILL
6	2402-2720000	EXCAVATION, CLASS 20 Refer to Standard Road Plan DR-111 and Sheet 3 of these plans for additional information. Flooded Backfill is required to be placed to the top of the subgrade. 243 CY of suitable, cohesive material to be used for the construction of the cohesive soil plugs as detailed on DR-111 and specified in section 2102.02, D, 1, a of the IDOT Standard Specifications.
7	2502-8212304	SUBDRAIN, STANDARD, PERFORATED, 4 IN., AS PER PLAN
8	2502-8221306	SUBDRAIN OUTLET, DR-306 Refer to Sheet 3 and Sheet 9 for additional details and locations. Outlets are required to be placed at both the upstream and downstream end of the subdrain.
9	2505-6765006	REMOVE AND REINSTALL FORMED STEEL BEAM GUARDRAIL Item is for the removal of existing steel w-beam guardrail and components, and the reinstallation of existing steel w-beam guardrail and components. Method of Measurement: The Engineer will measure each linear foot of existing steel w-beam guardrail satisfactorily removed and reinstalled. Basis of Payment: The Contractor will be paid the contract unit price for each linear foot of existing steel w-beam guardrail satisfactorily removed and reinstalled. The contract unit price bid shall be considered full compensation for all labor, equipment, and materials necessary to remove and reinstall the existing steel w-beam guardrail. This shall include, but not be limited to, excavation, removing the existing steel w-beam guardrail, hardware, posts, reinstalling posts, reinstalling hardware, and reinstalling steel w-beam guardrail, and backfilling.
10	2510-6745850	REMOVAL OF PAVEMENT The existing pavement is P. C. Concrete of an unknown thickness with an HMA Overlay of unknown thickness.
11	2524-6765010	REMOVE AND REINSTALL SIGN AS PER PLAN Item is for the removal of an existing sign and the reinstallation of the existing sign. Method of Measurement: The Engineer will measure each sign satisfactorily removed and reinstalled. Basis of Payment: The Contractor will be paid the contract unit price for each sign satisfactorily removed and reinstalled. The contract unit price bid shall be considered full compensation for all labor, equipment, and materials necessary to remove and reinstall the existing sign. This shall include, but not be limited to, removing the existing sign, hardware, posts, base, reinstalling posts, reinstalling hardware, and reinstalling base, and backfilling.
12	2527-9263109	PAINTED PAVEMENT MARKING, WATERBORNE OR SOLVENT-BASED Refer to Standard Road Plan PM-110 and Sheet 9 for location and details.
13	2528-2518000	SAFETY CLOSURE
14	2528-8445110	TRAFFIC CONTROL Refer to the Traffic Control plan for closure locations and details.
15	2533-4980005	MOBILIZATION - -
16	2602-0000312	PERIMETER AND SLOPE SEDIMENT CONTROL DEVICE, 12 IN. DIA.
17	2602-0000350	REMOVAL OF PERIMETER AND SLOPE SEDIMENT CONTROL DEVICE Devices to be placed at the toe of slope of grading. Verify specific locations with the Engineer prior to placement. This item is included for perimeter and slope sediment control device removal to allow for replacment, or for areas that have achieved 70% permanent growth.



NO.	DATE	REVISIONS DESCRIPTION

**EAST STREET UNDERPASS STABILIZATION
PROJECT QUANTITIES AND TABULATIONS
CITY OF VAN METER, IOWA**

SCALE	AS SHOWN
PROJECT NO.	9499
DRAWN BY:	--
CHECKED BY:	--
SHEET	6 OF 10

ROADWAY ITEMS FOR DRAINAGE STRUCTURES INSTALLED BY CULVERT CONTRACTOR

* Not a Bid Item
① Backfill according to DR-111

Location	Design Number	Size	Kind	By Road Contractor									Floodable* Backfill	Porous* Backfill	Flooded Backfill ①	Excavation	Revetment		Engineering Fabric	Remarks	
				Dike				Compacting Backfill Adjacent	Compaction w/Moisture Control	Compaction w/Moisture and Density	Type	Quantity					Type	Quantity			
				Rt.	Location Station	Top. Elev.	Type														CY
East St. Underpass	N/A	12' x 9'	RCB										469.0	3.0	472.0	EXCAVATION, CLASS 20		734.0			

STANDARD ROAD PLANS

The following Standard Road Plans apply to construction work on this project.

Number	Date	Title
BA-200	04-20-21	Steel Beam Guardrail Components
DR-111	04-17-18	Box Culvert (Backfill)
DR-303	10-17-17	Subdrains (Longitudinal)
DR-306	10-16-18	Precast Concrete Headwall for Subdrain Outlets
EC-204	04-20-21	Perimeter, Slope and Ditch Check Sediment Control Devices
PM-110	04-21-20	Line Types
PR-120	04-21-20	Double Reinforced Pavement Over Box Culverts
PV-101	04-21-20	Joints
TC-1	10-15-19	Work Not Affecting Traffic (Two-Lane or Multi-Lane)
TC-252	04-21-20	Routes Closed to Traffic
TC-402	04-21-15	Work Within 15 ft of Traveled Way

EROSION CONTROL
(RURAL SEEDING)

Area to be seeded is estimated to be less than 1 acre. If the contractor determines the area exceeds 2 acres, notify the Engineer. Approved quantity in excess of 2 acres will be paid for as extra work according to Article 1109.03,B of the Standard Specifications.

Following the completion of work in a disturbed area and according to the seeding dates in Section 2601 of the Standard Specifications, place seed, fertilizer, and mulch on the disturbed area lying 8 feet adjacent to shoulder and median as follows:

Place seed and fertilize according to the requirements of Article 2601.03,C,3 and Section 4169 of the Standard Specifications.

Place mulch according to the requirements of Articles 2601.03,E,2,a and 4169.07,A of the Standard Specifications.

Preparing the seedbed, furnishing and applying seed, fertilizer, and mulch are all incidental to mobilization and will not be paid for separately.

EROSION CONTROL
(NATIVE GRASS SEEDING)

Area to be seeded is estimated to be less than 1 acre. If the Contractor determines the area exceeds 2 acres, notify the Engineer. Approved quantity in excess of 2 acres will be paid for as extra work according to Article 1109.03,B of the Standard Specifications.

Following the completion of work in a disturbed area and according to the seeding dates in Section 2601 of the Standard Specifications, place seed and mulch on the disturbed area lying 8 feet or more beyond the shoulder as follows:

SEED MIX:
 Big bluestem (Andropogon gerardii) 6 lbs. PLS/Acre (7.0 kg/ha)
 Indiangrass (Sorghastrum nutans) 6 lbs. PLS/Acre (7.0 kg/ha)
 Little bluestem (Schizachyrium scoparium) 6 lbs. PLS/Acre (7.0 kg/ha)
 Partridge Pea (Chamaecrista fasciculata) 4 lbs. PLS/Acre (4.5 kg/ha)
 Sideoats grama (Bouteloua curtipendula) 4 lbs. PLS/Acre (4.5 kg/ha)
 Canada wildrye (Elymus canadensis) 2 lbs. PLS/Acre (2.2 kg/ha)
 Switchgrass (Panicum virgatum) 1 lbs. PLS/Acre (1.1 kg/ha)
 Oats (Avena sativa) 32 lbs./Acre (36.0 kg/ha)

Furnish Big bluestem, Indiangrass, Canada wildrye and Little bluestem that is debarbed or equal to facilitate the application of seed.

Furnish seed certified as Source Identified Class (Yellow Tag) Source G0-Iowa. Oats are excluded from this requirement.

Place seed according to the requirements of Article 4169.02 of the Standard Specifications.

Place mulch according to the requirements of Articles 2601.03,E,2,a and 4169.07,A of the Standard Specifications.

Preparing the seedbed, furnishing and applying seed and mulch are incidental to mobilization and will not be paid for separately.

REVISIONS

NO. DATE

EAST STREET UNDERPASS STABILIZATION
PROJECT QUANTITIES AND TABULATIONS
CITY OF VAN METER, IOWA

SCALE AS SHOWN

PROJECT NO. 9499

DRAWN BY: --

CHECKED BY: --

SHEET

7 OF 10



SURVEY SYMBOLS

	Interstate Highway Symbol		Septic Tank
	U.S. Highway Symbol		Cistern
	Iowa Highway Symbol		L.P. Gas Tank (No Footing)
	County Road Highway Symbol		Underground Storage Tank
	Evergreen Tree		Latrine
	Deciduous Tree		Luminaire
	Fruit Tree		Traffic Signal
	Shrub (Bushes)		Traffic Signal with Luminaire
	Timber		Telephone Pedestal
	Hedge		Television Pedestal
	Stump		Telephone Pole
	Swamp		Telephone Pole (Second Company)
	Rock Outcrop		Telephone Pole (Third Company)
	Broken Concrete		Telephone Pole (Fourth Company)
	Revetment (Rip Rap)		Telephone Pole (Fifth Company)
	Cemetery		Power Pole
	Grave		Power Pole (Second Company)
	Cave		Power Pole (Third Company)
	Sink Hole		Power Pole (Fourth Company)
	Board Fence		Power Pole (Fifth Company)
	Chain Link or Security Fence		Electrical Highline Tower (Metal or Concrete)
	Wire Fence		Telephone Riser Pole
	Terrace		Power Riser Pole
	Earth Dam or Dike (Existing)		Telegraph Pole
	Earth Dam or Dike (Proposed)		Satellite TV Dish
	Tile Outlet		Water Hook Up
	Edge of Water		Radio Tower
	Existing Drainage		Tower Anchor
	Proposed Drainage		Guardrail (Beam or Cable)
	Right of Way Rail or Lot Corner		Guard Post (one or two)
	Concrete Monument		Guard Post (over two)
	Well		Filler Pipe
	Windmill		Gas Valve
	Beehive Intake		Water Valve
	Existing Intake		Speed Limit Sign
	Proposed Intake		Mile Marker Post
	Existing Utility Access (Manhole)		Sign
	Proposed Utility Access (Manhole)		Traffic Signal Control Box
	Fire Hydrant		Rail Road Signal Control Box
	Water Hydrant (Rural)		Telephone Switch Box
			Electric Box

PLAN VIEW COLOR LEGEND OF PLAN AND PROFILE SHEETS

LINEWORK	Design Color No.	
Green	(2)	Existing Topographic Features and Labels
Blue	(1)	Proposed Alignment, Stationing, Tic Marks, and Alignment Annotation
Magenta	(5)	Existing Utilities
SHADING	Design Color No.	
Yellow	(4)	Highlight for Critical Notes or Features
Red	(3)	Delineates Restricted Areas
Lavender	(9)	Temporary Pavement Shading
Gray, Light	(48)	Proposed Bituminous Pavement Shading
Gray, Med	(48)	Proposed Bituminous Driveway Shading
Gray, Dark	(112)	Proposed PCC Driveway Shading
Brown, Light	(236)	Grading Shading
Tan	(8)	Proposed Sidewalk Shading
Blue, Light	(230)	Proposed Sidewalk Landing Shading
Pink	(11)	Proposed Sidewalk Ramp Shading

PROFILE VIEW COLOR LEGEND OF PLAN AND PROFILE SHEETS

LINEWORK	Design Color No.	
Green	(2)	Existing Ground Line Profile
Blue	(1)	Proposed Profile and Annotation
Magenta	(5)	Existing Utilities
Blue, Light	(230)	Proposed Ditch Grades, Left
Black	(0)	Proposed Ditch Grades, Median
Rust	(14)	Proposed Ditch Grades, Right

	Reference Point
	Station
	Section Corner
	Ground Line Intercept
	Saw Cut
	Guardrail
	Trench Drain
	HighTension Cable Guardrail
	Sheet Pile
	Pavement Removal
	Clearing & Grubbing Area

RIGHT-OF-WAY LEGEND

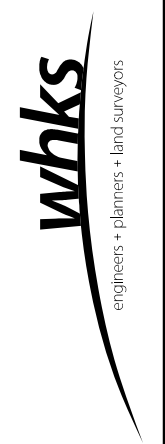
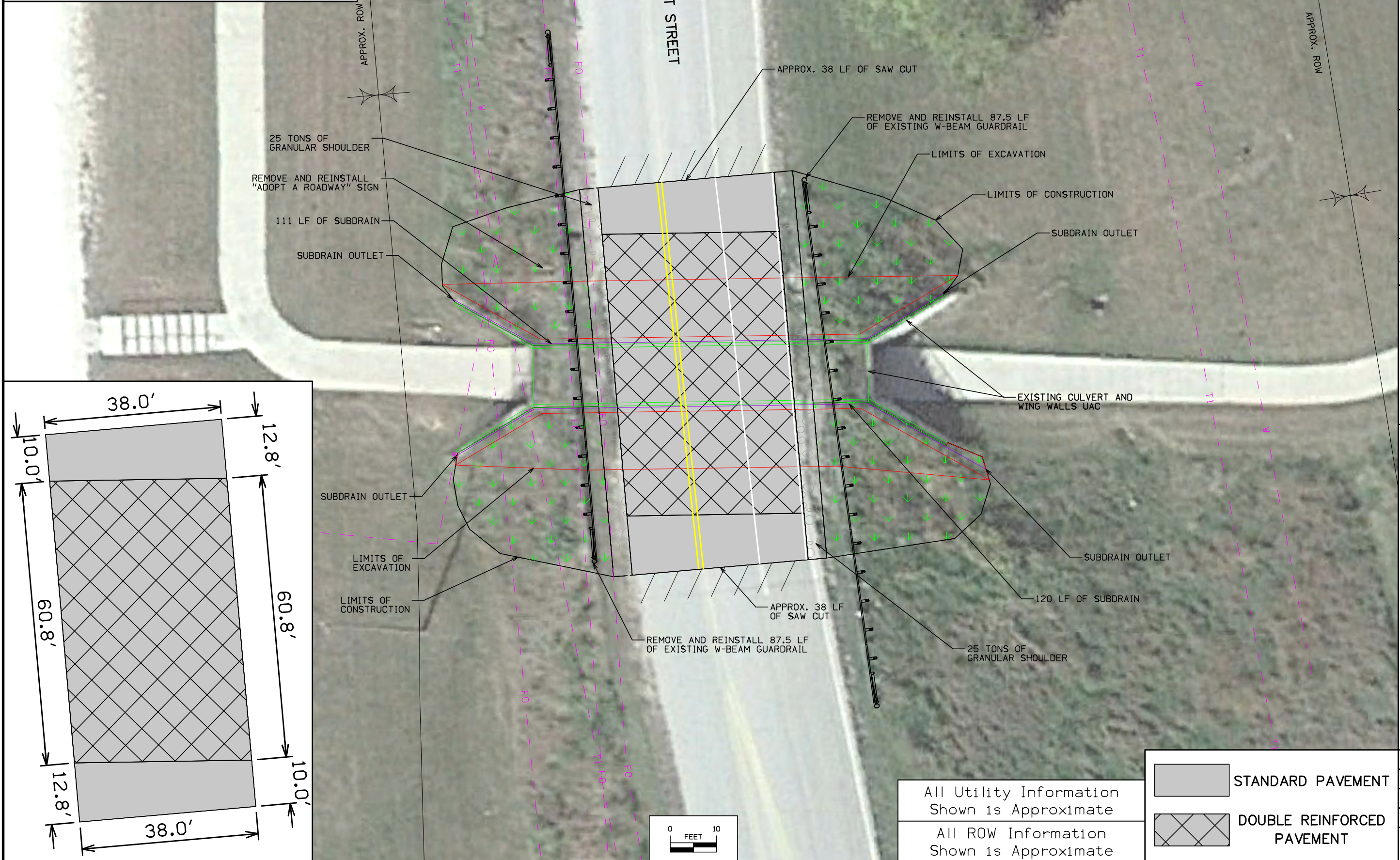
	Proposed Right-of-Way
	Existing Right of Way
	Existing and Proposed Right-of-Way
	Easement and Existing Right-of-Way
	Easement (Temporary)
	Easement
	Access Control
	Property Line

PLAN AND PROFILE LEGEND AND SYMBOL INFORMATION SHEET

NO.	DATE	DESCRIPTION

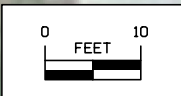
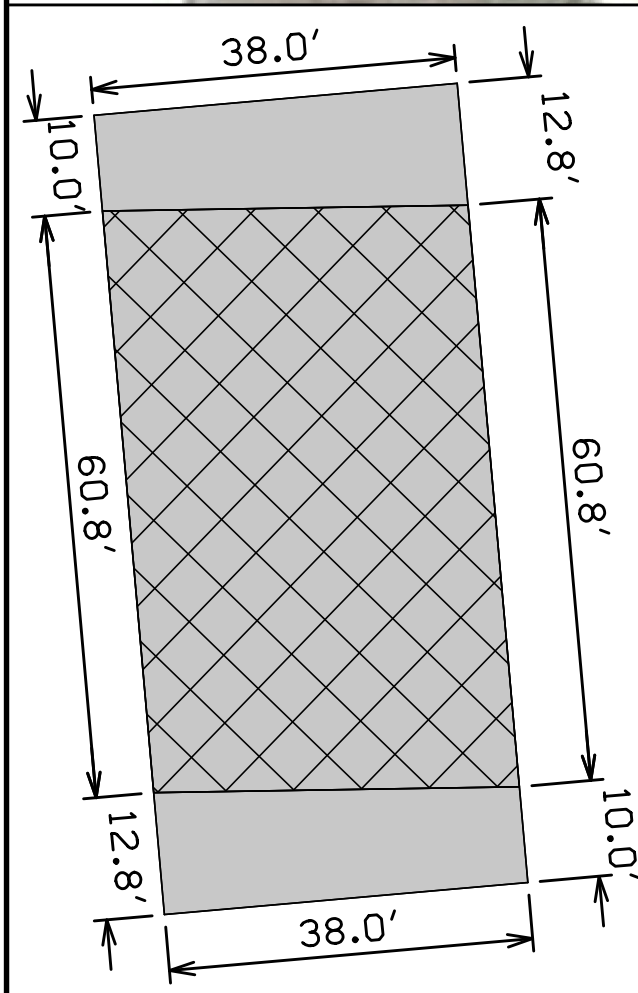
SCALE	AS SHOWN
PROJECT NO.	9499
DRAWN BY:	--
CHECKED BY:	--
SHEET	8 OF 10

Notes:
 The Contractor shall shift subdrain around wing counterforts as required for proper drainage. See existing plans included with the Specifications for this project for more information on the existing structure.
 The Contractor shall exercise extreme caution during excavation adjacent to the existing culvert and wings. Damage to any item not specified for removal shall be the responsibility of the Contractor and shall be repaired or replaced at no extra cost to the City.



NO.	DATE	REVISIONS DESCRIPTION

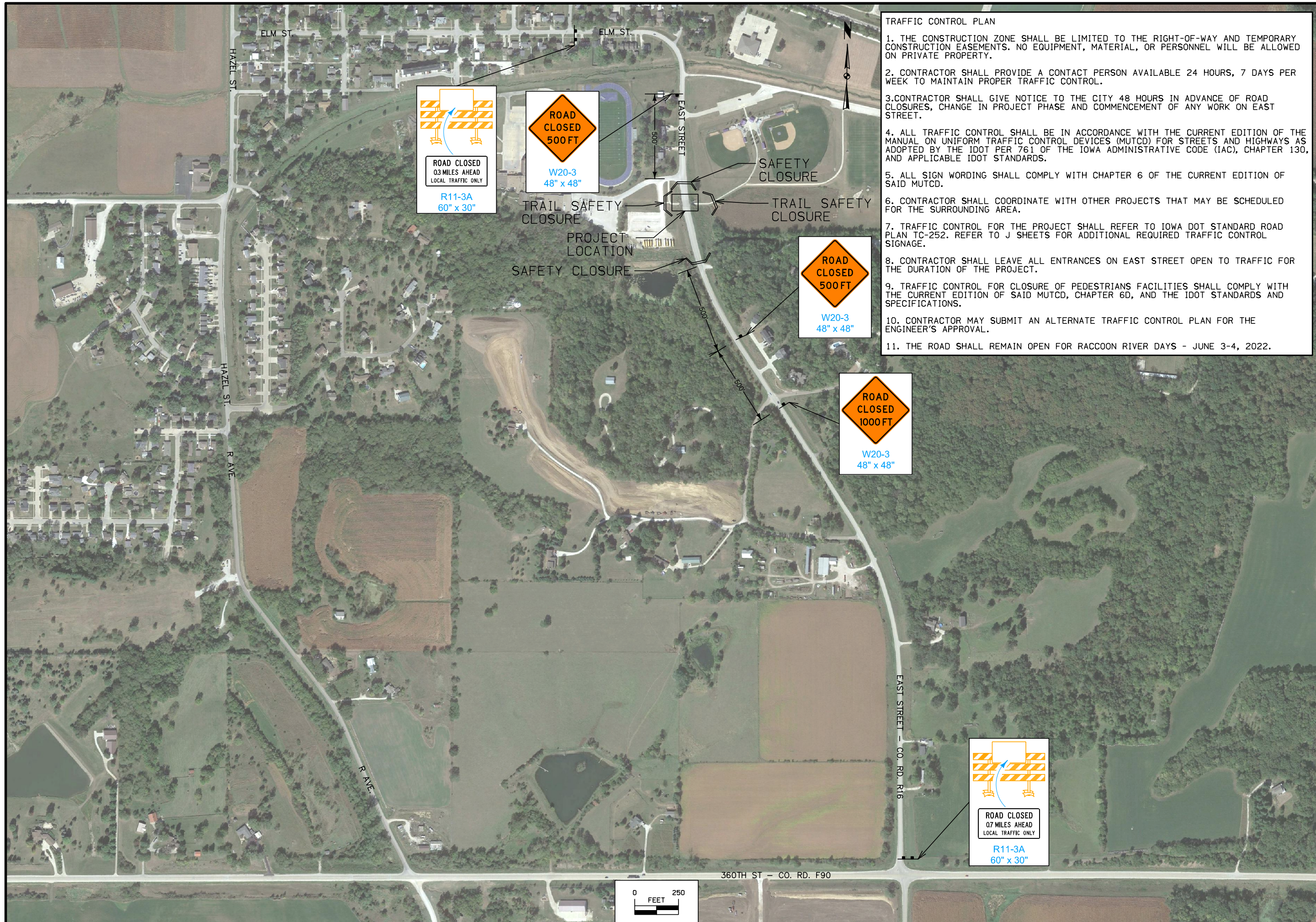
EAST STREET UNDERPASS STABILIZATION
 EAST STREET PLAN VIEW
 CITY OF VAN METER, IOWA



All Utility Information Shown is Approximate
 All ROW Information Shown is Approximate

	STANDARD PAVEMENT
	DOUBLE REINFORCED PAVEMENT

SCALE AS SHOWN
PROJECT NO. 9499
DRAWN BY: ---
CHECKED BY: ---
SHEET 9 OF 10



- TRAFFIC CONTROL PLAN**
1. THE CONSTRUCTION ZONE SHALL BE LIMITED TO THE RIGHT-OF-WAY AND TEMPORARY CONSTRUCTION EASEMENTS. NO EQUIPMENT, MATERIAL, OR PERSONNEL WILL BE ALLOWED ON PRIVATE PROPERTY.
 2. CONTRACTOR SHALL PROVIDE A CONTACT PERSON AVAILABLE 24 HOURS, 7 DAYS PER WEEK TO MAINTAIN PROPER TRAFFIC CONTROL.
 3. CONTRACTOR SHALL GIVE NOTICE TO THE CITY 48 HOURS IN ADVANCE OF ROAD CLOSURES, CHANGE IN PROJECT PHASE AND COMMENCEMENT OF ANY WORK ON EAST STREET.
 4. ALL TRAFFIC CONTROL SHALL BE IN ACCORDANCE WITH THE CURRENT EDITION OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) FOR STREETS AND HIGHWAYS AS ADOPTED BY THE IDOT PER 761 OF THE IOWA ADMINISTRATIVE CODE (IAC), CHAPTER 130, AND APPLICABLE IDOT STANDARDS.
 5. ALL SIGN WORDING SHALL COMPLY WITH CHAPTER 6 OF THE CURRENT EDITION OF SAID MUTCD.
 6. CONTRACTOR SHALL COORDINATE WITH OTHER PROJECTS THAT MAY BE SCHEDULED FOR THE SURROUNDING AREA.
 7. TRAFFIC CONTROL FOR THE PROJECT SHALL REFER TO IOWA DOT STANDARD ROAD PLAN TC-252. REFER TO J SHEETS FOR ADDITIONAL REQUIRED TRAFFIC CONTROL SIGNAGE.
 8. CONTRACTOR SHALL LEAVE ALL ENTRANCES ON EAST STREET OPEN TO TRAFFIC FOR THE DURATION OF THE PROJECT.
 9. TRAFFIC CONTROL FOR CLOSURE OF PEDESTRIAN FACILITIES SHALL COMPLY WITH THE CURRENT EDITION OF SAID MUTCD, CHAPTER 6D, AND THE IDOT STANDARDS AND SPECIFICATIONS.
 10. CONTRACTOR MAY SUBMIT AN ALTERNATE TRAFFIC CONTROL PLAN FOR THE ENGINEER'S APPROVAL.
 11. THE ROAD SHALL REMAIN OPEN FOR RACCOON RIVER DAYS - JUNE 3-4, 2022.

whks
engineers + planners + land surveyors

NO.	DATE	DESCRIPTION

**EAST STREET UNDERPASS STABILIZATION
TRAFFIC CONTROL PLAN
CITY OF VAN METER, IOWA**

SCALE	AS SHOWN
PROJECT NO.	9499
DRAWN BY:	---
CHECKED BY:	---
SHEET	10 OF 10

Agenda Item #11 –

Discussion and Possible Action to Approve the Change in Proximity Requirements for the City Administrator

Submitted for:

Action

Recommendation:

Discussion and Possible Action

Sample Language:

Councilmember Greer requested Council consider a 20-mile proximity from Van Meter be approved for the City Administrator. Council should discuss and make possible action.

**EMPLOYMENT AGREEMENT
BETWEEN CITY OF VAN METER, IOWA
AND
SARAH AMES**

Introduction

This Agreement, made and entered into on February 28, 2022 by and between the City of Van Meter, State of Iowa, a municipal corporation, (hereinafter called “Employer”) and Sarah Ames, (hereinafter called “Employee”), both of whom agree as follows:

Section 1: Term

This agreement shall remain in full force and effect from March 7, 2022 thru March 6, 2025 or until such time as Employee’s employment is terminated by the Employer or Employee resigns as provided in Section 10 or 12, respectively, of this agreement, whichever comes first. The parties may renew this contract for additional terms. Renewal negotiations may be initiated by either party at least sixty (60) days prior to contract expiration.

Section 2: Duties and Authority

- A. Employer agrees to employ Sarah Ames as City Administrator to perform the functions and duties specified in Chapter 21 of the Van Meter code and to perform other legally permissible and proper duties and functions as the Mayor and Council may from time to time assign.
- B. Employee shall perform those duties with the utmost integrity and with strict adherence to the ethical laws, rules and guidelines of the State of Iowa and City Management Associations (“ICMA”) and organizations of which employee is a member at any time during employee’s service under this contract.
- C. Furthermore, Employee shall perform all City Administrator duties in a manner consistent with Iowa Law. The duties of the City Administrator may be changed from time to time without having any effect upon the other terms of this contract.
- D. Employee shall strictly adhere to all state statutes, city ordinances, and the internal rules and regulations of the City which are currently in force or which may be established hereafter with respect to the conduct of employees, the administration of the city, and the performance of her duties. Employee shall also strictly follow the directions of the Mayor of the City and the City Council with respect to the methods to be used in performing her duties as long as such directions adhere to all state statutes, city ordinances, and internal rules and regulations. The City Administrator is responsible to continue and maintain the City's standards. The City's practices or policy manuals, and other written publications are all made a part of this contract; provided, however, that if any portion of such a policy manual or personnel manual should contradict the provisions of this Agreement, the terms of this Agreement shall prevail. The City shall have the right to amend, revise, or discontinue the policies and procedures as the City deems necessary from time to time. Any such change in such policies or procedures will be effective upon the issuance of the same by the City unless the City declares otherwise.

Section 3: Compensation

- A. Base Salary: Employer agrees to pay Employee an annual base salary of \$80,000.00, payable in installments at the same time that the other employees of the Employer are paid.
- B. The Employer agrees to consider compensation and/or benefits on an annual basis after the satisfactory results of a performance evaluation, conducted in December of each year this agreement is in effect, under the provisions of Section 13 of this Agreement. Any adjustments will be available to the employee and reflected in the first paycheck following amendment of this agreement.
- C. Salary Increases. In addition, any salary adjustments granted by the City shall be added to the base salary of the City Administrator. At a minimum, the City Administrator salary shall increase by the amount of any across the board salary adjustments granted by the City to other employees.
- D. This agreement shall be automatically amended to reflect any salary and/or benefits adjustments that are provided or required by the Employer's compensation policies.

Section 4: Health, Disability and Life Insurance Benefits

- A. The Employer agrees to provide health, vision and dental insurance for the Employee and her family in accordance with City policy. In the event such plan ceases to exist, the City agrees to provide a mutually agreed upon suitable alternative for the Employee and her family.
- B. The Employer agrees to provide short-term and long-term disability coverage for the Employee in accordance with City policy.
- C. Benefits. The City Administrator will be entitled to receive all of the benefits which the City offers to its employees generally, in addition to any other benefits set forth herein.
- D. City Administrator Expenses. The City shall reimburse the City Administrator for all necessary expenses for City activities.

Section 5: Vacation, and Sick Leave

- A. Upon signing this agreement, the Employee shall be given ten (10) days of vacation leave and will begin to be credited with sick and vacation leave pursuant to existing City policy.
- B. Employee shall also be entitled to twelve work weeks (84 total days) of maternity leave to use within the first year of this Agreement
- C. The Employee shall not be entitled to overtime pay but in lieu thereof be credited annually with three (3) days of executive leave.
- D. The Employee is entitled to accrue all unused leave, in accordance with the City of Van Meter's Personnel Policy, and in the event the Employee's employment is terminated,

either voluntarily or involuntarily, the Employee shall be compensated for all accrued vacation and executive leave.

Section 6: Automobile

- A. The Employee shall be entitled to mileage reimbursement at the IRS standard mileage rate for any business use of any personal vehicle.
- B. The Employee shall be responsible for paying for liability, property damage, and comprehensive insurance coverage upon such vehicle and shall further be responsible for all expenses attendant to the purchase or lease, operation, maintenance, repair, and regular replacement of said vehicle.

Section 7: Mobile Phone

- A. The Employer will provide a cell phone to the Employee in accordance with City policy for the execution of her professional duties and to remain accessible to the Mayor and City Council as necessary outside of normal office hours.

Section 8: Retirement

- A. The Employer agrees to enroll the Employee into the applicable state or local retirement system (IPERS) and to make all the appropriate Employer contributions, pursuant to applicable State law.

Section 9: Dues and Subscriptions

- A. Employer recognizes that certain expenses of a non-personal but job-related nature are incurred by Employee, and agrees to reimburse or to pay said reasonable general expenses. The City Clerk is authorized to disburse such moneys upon receipt of duly executed expense or petty cash vouchers, receipts, statements or personal affidavits.
- B. The Employer acknowledges the value of having Employee participate and be directly involved in local civic clubs or organizations. Accordingly, Employer shall pay for the reasonable membership fees and/or dues to enable the Employee to become an active member in local civic clubs or organizations, upon approval of the Mayor or City Council.
- C. The Employer acknowledges the value of having Employee attend annual conferences for organizations, such as ICMA, IaCMA, IMMI and Iowa League of Cities. Accordingly, Employer may pay for the Employee to attend an annual conference, upon approval of the Mayor or City Council.

Section 10: Disciplinary Action and Termination

- A. The employee shall not be disciplined or discharged without just cause. For the purposes of this agreement just cause requires that at a minimum:
 - a. The employee is forewarned of the consequences of her actions.
 - b. The employer's expectations reasonably relate to the business of the government.
 - c. An investigation is made to determine the employee's guilt/innocence.
 - d. The investigation is conducted fairly and objectively.
 - e. That substantial evidence is obtained corroborating the employee's guilt/innocence.

- f. The rules apply fairly and indiscriminately.
- g. The degree of discipline reasonably relates to the seriousness of the employee's offense and the employee's past record.

B. Further for the purpose of this agreement, termination shall occur when:

- a. The majority of the governing body votes to terminate the Employee at a duly authorized public meeting.
- b. If the Employer reduces the base salary, compensation or any other financial benefit of the Employee, unless it is applied in no greater percentage than the average reduction of all department heads, such action shall constitute a breach of this agreement and will be regarded as a termination.
- c. If the Employee resigns following an offer to accept resignation, whether formal or informal, by the Employer as representative of the majority of the governing body that the Employee resigns, then the Employee may declare a termination as of the date of the suggestion.
- d. Breach of contract declared by either party with a 30 day cure period for either Employee or Employer. Written notice of a breach of contract shall be provided in accordance with the provisions of Section 19.

C. For purposes of this Agreement, the City Administrator may be terminated for cause for any of the following reasons:

- a. Inability or refusal to perform the routine duties of the office for a period of 30 days out of any 90 day period, excepting sick leave and vacation taken according to City personnel policies or this Agreement.
- b. Adjudication of guilt of a felony or a misdemeanor involving a crime against persons or property or for which one or more elements of the crime involve moral turpitude.
- c. Violation of the City's drug and alcohol policy.
- d. Falsification of an employment application or other City records, or the altering or falsifying of time cards, work records, or job records.
- e. Intentional damage of City property.
- f. Failure to follow a specific lawful directive of the Mayor or City Council after written notice of such failure and an opportunity to correct the failure unless the City Administrator reasonably concluded that the directive requires the City Administrator to engage in unethical or immoral conduct.
- g. Absence from duty, without leave, contrary to these rules, or failure to report after a leave of absence has expired or after such leave of absence has been disapproved or revoked and canceled by the proper authority.
- h. Unauthorized use of City vehicles, tools, equipment, personnel, or materials for personal benefit. Any authorized use must be clearly approved by the Mayor or City Council.
- i. Sexual Harassment of a subordinate.
- j. Theft of City Property exceeding \$100, whether or not arrested, convicted, or charged.
- k. Commission of battery on any city employee or elected or appointed official.

D. Disability and Death

- a. Disability. If City Administrator is permanently disabled or is otherwise unable to perform her duties because of sickness, accident, injury, mental incapacity or health for a period of eight successive weeks or for forty working days over a sixty working day period, beyond any accrued leave, Employer shall have the option to terminate this agreement. If City Administrator is terminated under this section 10.D.a, it shall be considered a termination without cause, and City Administrator shall be entitled to all benefits set forth in this contract, notwithstanding the provisions of 10.C.a hereinabove.
- b. Death. In the event that City Administrator dies while employed by City under this agreement or any renewals thereof, City Administrator's beneficiaries or those entitled to their estate shall be entitled to their earned salary and other accrued benefits to which they would be entitled as of the date of their death.

Section 11: Severance

- A. Severance shall be paid to the Employee when employment is terminated without just cause as defined in Section 10. If the Employee is terminated without just cause, the Employer shall provide a minimum severance payment equal to three (3) months compensation at the current rate of pay. This severance shall be paid in a lump sum unless otherwise agreed to by the Employer and the Employee. The Employee shall also be compensated for all accrued vacation time and executive leave. The Employer agrees to make a contribution to the Employee's retirement account equal to three (3) months' worth of normal Employer contributions. For a maximum period of three (3) months following termination, the Employer shall pay the cost to continue the following benefits:
 - a. Health insurance for the employee and family as provided in Section 4.A.
- B. If the Employee is terminated for just cause in accordance with Section 10, the Employer is not obligated to pay severance under this section.

Section 12: Resignation

In the event that the Employee voluntarily resigns her position with the Employer, the Employee shall provide a minimum of 60 days' notice unless the parties agree otherwise. At the Mayor's and City Council's request, the Employee will make reasonable efforts to assist beyond 60 days, at no cost to the city, to provide a smooth transition following her resignation. Should the Employer require the assistance of the Employee beyond 60 days, the City shall be responsible for negotiating such services with the Employee and paying fees that may be determined necessary to perform such services.

Section 13: Performance Evaluation

Employer shall annually review the performance of the Employee each December subject to a process, form, criteria, and format for the evaluation which shall be mutually agreed upon by the Employer and Employee. The process at a minimum shall include the opportunity for both parties to: (1) prepare a written evaluation, (2) meet and discuss the evaluation, and (3) present a written summary of the evaluation results. The final written evaluation should be completed and delivered to the Employee within 30 days of the evaluation meeting.

Annually, the Mayor and City Administrator shall define such goals and objectives which they determine necessary for the proper operation of the City and in the attainment of the

City Council's policy objectives and shall further establish a relative priority among those various goals and objectives, said goals and objectives to be reduced to writing. They shall generally be attainable within the time limitations as specified and the annual operating and capital budgets and appropriations provided.

Section 14: Hours of Work

Employee shall have discretion to determine the specific hours she works; provided, however, that Employee generally agrees to maintain normal office hours and to work the number of hours necessary to discharge the duties and responsibilities of the City Administrator, which shall routinely include significant time outside normal office hours. Employee further agrees to maintain an office at home capable of handling reasonable off-hour business matters from Mayor, City Councilmembers, and the public, relevant to the management of the affairs of the City. Should such home office require additional equipment beyond a standard computer, desk, and associated equipment, the City shall provide such equipment.

Section 15: Outside Activities

The employment provided for by this Agreement shall be the Employee's primary employment. Recognizing that certain outside consulting or teaching opportunities provide indirect benefits to the Employer and the community, the Employee may elect to accept limited teaching, consulting or other business opportunities only after approval of the Mayor and Van Meter City Council.

Section 16: Indemnification

In addition to the obligations to defend under Federal, State or Local Law, Employer shall defend, save harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as City Administrator or resulting from the exercise of judgment or discretion in connection with the performance of program duties or responsibilities, unless the act or omission involved willful or wanton conduct. Legal representation, provided by the City Attorney or the Employer insurance for Employee, shall extend until a final determination of the legal action including any appeals brought by either party. The Employer shall indemnify employee against any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorney's fees, and any other liabilities incurred by, imposed upon, or suffered by such Employee in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened, arising out of or in connection with the performance of his duties unless the act or omission involved willful or wanton conduct.

Section 17: Bonding

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

Section 18: Other Terms and Conditions of Employment

The Employer, only upon agreement with Employee, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with

or in conflict with the provisions of this Agreement, the City of Van Meter Code or any other law.

- A. Except as otherwise provided in this Agreement, the Employee shall be entitled to the highest level of benefits that are enjoyed by other appointed officials, appointed employees, department heads or general employees of the Employer as provided in the Charter, Code, Personnel Rules and Regulations or by practice.
- B. The employee shall reside within 20 miles of the corporate limits of the City of Van Meter.
- C. The City will take appropriate action to amend Chapter 21 of the Code of Ordinances to provide that the City Administrator is appointed subject to the terms of an employment agreement.

Section 19: Notices

Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows: (1) EMPLOYER: Mayor, PO Box 160, Van Meter, IA 50261 (2) EMPLOYEE: Sarah Ames, 2519 N. Campbell Rd., Royal Oak, MI 48073. Alternatively, notice pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Section 20: General Provisions

- A. Integration. This Agreement sets forth and establishes the entire understanding between the Employer and the Employee relating to the employment of the Employee by the Employer. Any prior discussions or representations by or between the parties are merged into and rendered null and void by this Agreement. The parties by mutual written agreement may amend any provision of this agreement during the life of the agreement. Such amendments shall be incorporated and made a part of this agreement.
- B. Binding Effect. This Agreement shall be binding on the Employer and the Employee as well as their heirs, assigns, executors, personal representatives and successors in interest.
- C. Effective Date. This Agreement shall become effective immediately upon execution.
- D. Severability. The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the expungement or judicial modification of the invalid provision.
- E. Following any notice of termination of this Contract, Employee shall fully cooperate with City in all matters relating to concluding Employee's work for City and the orderly transfer of any such pending work to City.
- F. Employee agrees to maintain legal residency within 20 miles from the City of Van Meter for the balance of the Employee's employment by the City of Van Meter.

- G. With regard to future Contract negotiations, City and Employee agree to consider in good faith the Employee's yearly management evaluations and information regarding compensation of city administrators in peer municipalities in reaching agreement to changes in salary and benefits to be paid to the Employee.
- H. It is understood by the parties that all provisions set forth in this contract are subject to the availability of funds. Until such funds are appropriated by the City Council, the provisions of this contract shall not constitute an obligation on the general funds of the City except as to funds required for complying with Section 11.A.
- I. In the event that either party is compelled to seek legal action to enforce the terms of this agreement, the prevailing party shall be entitled to receive that party's reasonable attorney's fees, costs, and expenses incurred in prosecuting or defending such action from the other party to this Agreement.
- J. Construction. This contract shall be constructed according to the laws of the State of Iowa.

Section 21: Amendments

This Agreement may be amended or modified by mutual agreement of the Parties hereto, including approval by the City Council.

Allan B. Adams
Mayor

Sarah Ames
Employee

Attest:

Liz Thompson
City Clerk

Resolution #2022-___

"A Resolution to Approve the Change in Proximity Requirements for the City Administrator"

Whereas, the City previously entered into a contract on February 28, 2022 with current City Administrator;

Whereas, the City Council has discussed and approved the change of proximity requirement in the previous City Administrator contract;

Therefore, be it resolved by the Van Meter City Council that the City Administrator contract be changed from a Van Meter living requirement to a living requirement within a distance of 20 miles from Van Meter city limits.

Passed and approved this 11th day of April, 2022.

_____ Mayor

ATTEST:

_____ City Clerk

Agenda Item #12 - Reports

Submitted for:
Information
Recommendation:

Sample Language:
a. Staff Reports
b. Council Reports
c. Liaison Reports



Director's Report
 Statistics for March 2022
 Submitted to VMPL Board by Nancy
 Studebaker; April 20, 2022

March 2022 Compared to March 2019	Mar-22	Mar-19	Difference
VISITORS	269	398	-48%
CIRCULATION			
Books- Adult	118	99	
Books- Teen	18	0	
Books- Juvenile	363	395	
DVD	56	98	
E-Books & Audio Books	185	117	
Misc	39	22	
Total Circulation	779	731	6%
PROGRAMMING			
Children's Programs Offered	4	16	-300%
Children's Program Attendance	25	53	-112%
Class Visits to Library	0	0	
Children's Passive Programming Participation	13	0	
Adult Programs Offered	0	0	

FY22 At a Glance	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-21	Jun-21	FY22
Visitors	399	215	200	255	236	301	169	176	269				2220
Library checkouts	770	596	434	434	649	524	506	403	594				4910
Online check-out	167	128	100	129	120	155	239	209	185				1432
Total Circulation	937	724	534	563	769	679	745	612	779	0	0	0	6342
Programs offered	5	0	8	13	8	2	11	9	4				60
Programming attendance	61	0	54	38	61	88	18	19	25				364
Passive program participation	48	0	2	0	0	0	20	14	13				97
Total Programming	109	0	56	38	61	88	38	33	38	0	0	0	461
Library visit schools/daycare	0	50	0	0	0	0	72	54	0				176
Groups/students visit library	80	40	0	52	0	0	0	0	0				172
Other Outreach	0	0	0	0	0	0	0	0	0				0
Reading Rewards (books read)	0	0	74	513	493	1389	120	20	0				2609
Total Outreach	80	90	74	565	0	1389	192	74	0	0	0	0	2464
Computer usage	2	5	22	18	14	12	12	7	10				102
Wireless usage visits	73	44	66	39	52	56	50	67	106				553
Wireless unique visitors	22	14	28	18	21	19	9	10	18				
Reference questions	4	5	6	3	8	10	7	3	3				49
Copy/Print	0	11	68	31	21	0							131
ILL Borrow Completed	4	11	4	8	8	15	34	21	31				136
ILL Lender Completed	1	4	5	2	1	3	24	17	32				89
Website Visits	48	311	358	390	380	293	289	242	224				2535

The following reflects work accomplished in March 2022

Civic & Community Engagement: The library will have a deep understanding of the community we serve. The library will be a resource for community information. The community will be informed about library services and events.

We are working on developing more effective marketing strategies. Katrina will be creating a plan that will include careful analysis of the impact of our marketing efforts so that we can make improvements in the future.

Circulation, Collection Development & Maintenance: The library will maintain a collection of materials which meets the recreational reading and informational needs of our community. The library will focus on increasing the usage of our collection of books, ebooks and other materials. The collection will be well organized and inviting in appearance.

Our efforts to improve adult circulation seem to be paying off. We have been promoting new bestsellers in the newsletter and on Facebook. The average, monthly, adult circulation this fiscal year has been 74. In March we jumped up to 118- our highest monthly adult circulation since re-opening.

Experiential and Learning Opportunities: The library will provide access to online information resources and in-person learning opportunities.

Our regularly schedule programs are continuing through the end of April. *Toddler Time* and *Laugh & Learn* are both slowly growing their audiences. We will take a break from most programming in May. During June and July we will be offering twice-weekly *Toddler Time* and weekly *Laugh & Learn*, plus weekly program aimed at middle to junior high schoolers.



Van Meter Public Library

Revised Strategic Plan 2020-2025

Revision Approved by Library Board of Trustees March 23, 2022

Original Plan Approved by Library Board of Trustees February 19, 2020

Background:

The original planning process began when the library director and members of the library board met with the State Library's Central District Consultant on Tuesday, November 19, 2019 for a 3-hour planning session. During this time, the director, trustees, and District Consultant reviewed demographic information from the State Data Center, statistical data from the library's past annual survey reports, and current trends in libraries. The board and director then scheduled several work sessions to draft details of the plan. The original plan was approved by the board of trustees on February 19, 2020.

In March 2020, like many libraries across the nation, the library closed indefinitely due to the pandemic. The library was still closed in March 2021 when Kathleen Nubel, Library Director, resigned; Nancy Studebaker began as director in April 2021. These unforeseeable events impacted the library's ability to make progress on many areas of the plan.

The library reopened in May of 2021. A public survey in June and a focus group in November 2021 indicated that expanded programming and a new building are seen as priorities for the library's future. This revised plan reflects updated time frames for activities included in the original, and adds new activities.

Mission Statement: The mission of the Van Meter Public Library is to provide materials and services that support and encourage lifelong learning and love of literature.

Vision Statement: The library builds a community of lifelong learners in Van Meter.



Strategic Theme: Growing, Strengthening and A Building for the Future

This section looks at ways to improve the organizational health of Van Meter Public Library. The goals outlined here will allow us to grow along with our growing community.

Goal I: The library has the people it needs to provide exceptional library services.

- Ongoing▶ : Library staff and Trustees are engaged and committed to fulfilling the mission and vision of VMPL. They participate in continuing education highlight best practices and improve library governance, management, and service delivery.
- Ongoing▶ : All staff seek out and participate in training that will improve the skills needed to provide exceptional library services.
- Ongoing▶ : Trustees participate in training as required for Tier 3 accreditation.
- Ongoing▶ : Staff and Board participate in self-evaluation annually.
- Spring 2024: The library hires a 20 hour per week children's services librarian. (Bringing total staffing to approximately 2.4FTE)
- Summer 2024: Library Board develops a succession plan in preparation for Director's retirement (circa 7/2026)

Goal II: The library has the funding it needs to provide exceptional library services and a new building.

- Ongoing▶ : The Library Director will identify and apply for grant funds whenever appropriate.
- Summer 2022▶ : The Library Director and Trustees begin meeting regularly with the Foundation to re-start fundraising efforts.
- March 2022▶ : The Trustees meet twice-a-year with the City Administrator to discuss the upcoming budget cycle.
- January 2023▶ : The Foundation has multiple fundraising efforts planned for the coming year.

Goal III: The planning process supports our efforts to provide exceptional library services, including a new library building.

- Ongoing▶ : The library has a three-year planning cycle that emphasizes evaluation and improvement.
- Summer 2022: The Library Board begins working with a firm to develop architectural concept drawings of a new

library.

- Summer/Fall 2022: The Library Board works with the Foundation to develop a marketing campaign aimed at raising awareness about the Foundation and building plans.
- Fall 2022: The architectural drawings and marketing materials will be available for Sips & Snacks.



Strategic Theme: Programs and Resources to Engage Learners of All Ages

This section identifies ways the library can expand its services and materials to better serve all ages.

Goal I: The library sparks curiosity and encourages a love of learning with programs and services for children ages birth to 12.

- Ongoing▶ : Offer weekly, literacy-based programming for children five and under throughout the year.
- Ongoing▶ : Offer monthly learning opportunities for early elementary age children (grades K – 4).
- Ongoing▶ : Take literature-based programs to the local elementary school and preschools.
- Ongoing▶ : Encourage reading with challenges and rewards for meeting reading goals.
- Fall 2022▶ : There is a process for formal evaluation of all programs by participants.

Goal I Benchmark for success: The number of children ages birth to 12 coming to the library for programming will increase annually during the plan period.

Goal II: The library offers programs and services that nurture a love of literature and help teens prepare to be engaged citizens.

- Summer 2022▶ : The library has a Summer Reading Program aimed at teens.
- Fall 2022: The library begins a process to determine what type of library services and/or programming teens want in our community.
- Fall 2022▶ : There is a process for formal evaluation of all programs by participants.
- Winter 2023: Offer a program (or series of programs), or new service(s) to meet the needs identified in our process.
- Summer 2023: Set goals for teen programming and services for remainder of plan term.

Goal II Benchmark for success: The initial program or service offered in 2024 will engage 10 or more teens.

Goal III: The library supports the lifelong learning process for adults with in-library programs.

- Spring/Summer 2022: Library staff research potential programs of interest for adults in Van Meter; present ideas to Library Board.
- Fall 2022: Library offers one unique in-library program targeted at adults.
- Fall 2022▶ : There is a process for formal evaluation of programs by participants.
- Calendar Year 2023: Library offers approximately two adult, in-library programs.
- Spring 2024: Set goals for adult in-library programming for the remainder of plan term.

Goal III Benchmark for success: An average of 10 adults will attend programs offered in 2022 and 2023.

Goal IV : Van Meter residents have access to a wide range of online tools for lifelong learning.

- Ongoing▶ : The library promotes the resources provided by the State Library of Iowa.
- Ongoing▶ : The library purchases e-books and audiobooks to meet the needs of VMPL patrons.

Goal IV Benchmark for success: Usage of online resources will grow annually throughout the plan period.



Strategic Theme: Creating Community

This section emphasizes the need to expand the library's role in the greater Van Meter community.

Goal I: Van Meter residents turn to the library for information about what is happening at the library and in our community.

- Ongoing▶ : The library has a vibrant website with up-to-date information about what is happening at the library and in the community.
- Ongoing▶ : The library uses FaceBook to inform the public about library events.
- Spring 2022▶ : The library publishes a monthly newsletter which highlights both library and community information and events.
- Summer 2022▶ : The library utilizes new social media outlets, such as Twitter and Instagram, to engage teens in Summer Reading.
- Winter 2023▶ : The library continues to explore ways to utilize FaceBook, Twitter, Instagram and/or other social media to create community.
- Winter 2024: The library has a written marketing plan that outlines our strategies for sharing information about what is happening at the library and in our community.

Goal II: The library partners with organizations that share our commitment to providing lifelong-learning opportunities in Van Meter.

- Fall 2022▶ : A library representative is present at meetings of many community organizations such as School Board, Parks Board and Van Meter Community Development Corporation.

Evaluation

Progress on the plan will be included in the Director's monthly report; this will include informing the Board as early as possible when a benchmark is unlikely to be met.

Formal methods of evaluation may be quantitative, through the use of statistics and graphing. Evaluation should also include qualitative methods such as surveys.

Goal: The library has the resources it needs to provide exceptional library services.

People: Library staff and Trustees are engaged and committed to fulfilling the mission and vision of VMPL. They participate in continuing education highlight best practices and improve library governance, management, and service delivery.

- All staff seek out and participate in training that will improve the skills needed to provide exceptional library services.
- Trustees participate in training as required for Tier 3 accreditation.
- Hire 20 hour per week children's services librarian by 2025. (For total staffing of 2.3FTE)

Funding: The library has adequate funding to fulfill our mission and vision.

- The Library Director will identify and apply for grant funds whenever appropriate.
- The Trustees meet annually with the City Administrator to discuss the upcoming budget cycle.
- The Library Director will explore

Service Response #1: Spaces & Places

Goal 1: The community will have access to a new, larger library facility.

Objective 1: The fundraising committee will coordinate with ISG Architect to develop marketing materials and begin using them by early spring 2020.

Activity 1: Follow ISG's recommended marketing blitz strategy beginning in February 2020 to build public support for the project in the community and solicit donations.

Activity 2: The library board and the fundraising committee will work together to create teams to conduct neighborhood canvassing based on ISG's marketing materials and recommendations by summer 2020 with the goal of increasing community awareness and soliciting donations.

Activity 3: The fundraising committee will utilize ISG's marketing materials to create targeted solicitations and library director and trustees will participate as needed.

Objective 2: Beginning in 2020, the library will work with the fundraising committee, Library Foundation, and Public Safety to develop collaborative fundraising events.

Activity 1: The fundraising committee will meet at least once per month and a library representative will report back to the library board on meeting details and progress

Activity 2: Gather information from other libraries' successful fundraising processes

Activity 3: Coordinate with the library foundation and fundraising committee to plan a minimum 4 fundraising events annually

Objective 3: The library will consider options for community input during 2020 and 2021

Activity 1: Host an open house with the public and the architect to discuss the library layout and solicit community input

Activity 2: Conduct in person and online surveys to gauge community wants and needs in new library facility

June 2021 – the library surveyed the public to determine usage trends and gauge interest in/commitment to new library facility.

November 2021 – the library held focus group to explore community's perceptions and preferred future for library

Goal 2: Internet searchers will discover a vibrant library website. **Goal met- requires ongoing work/maintenance.**

Objective 1: The library will consider ways to further develop its web presence. **Activity 1:** The director will meet with city personnel to discuss website development options in mid 2020.

Activity 2: The director will talk with the State Library about possibilities for a state-sponsored website

Activity 3: Have new or improved website by beginning of 2021.

July 2021 - the library launched a state-sponsored website. It is kept up-to-date and relevant.

Service Response #2: Programs and Partnerships

Goal 1: The library will spark curiosity and encourage a love for learning with programs and services for children ages birth to 12.

- Offer weekly, literacy-based programming for children five and under throughout the year.

- Offer monthly learning opportunities for early elementary age children (grades K–4).

- The library will take literature-based programs to the local elementary school and preschools.

Benchmark for success: The number of children ages birth to 12 coming to the library for programming will increase annually during the plan period.

Goal II: The library will nurture a love of reading with programs and services that engage teens.

- Beginning in fall 2022 the library will begin a process to determine what type of library services and/or programming teens want in our community.

- Beginning in 2023 we will offer a program (or series of programs), or new service(s) to meet the needs identified in our process.

Benchmark for success: The initial program or service offered in 2023 will engage 10 or more teens.

Goal III: The library will support the life-long learning process in adults with in-library programs.

Activity IIIA1: During 2023 the library will offer approximately 16 adult programs with an average of 14 attendees.

Goal IV: The library will partner with organizations that share our commitment to providing life-long learning opportunities in Van Meter.

Objective 1B: During FY2022 the library will add TumbleBooks to our online services.

Activity 1:

Objective 1C: During FY2023 the library the library will begin circulating educational toys.

Activity 1:

Objective 1D: During FY2022 the library will heavily promote the availability of HelpNow Online Tutoring.

Objective 2A. During FY 2022 the library will offer approximately 10 YA (age 13 – 18) programs with an average of 10 attendees. These figures will increase 10% during FY2023.

Objective 2B. During FY 2022 the library will

Activity 1: Offer monthly literature-based programs for youth ages 12-15 approximately 8 months out of the year.

Activity 2:

Goal 3: During FY 2022 the library will offer approximately 16 adult programs with an average of 14 attendees.

Goal 2:

Goal 1: The public will have opportunities to attend more library programming.

Objective 1: The library will offer specialized (one-time) programs quarterly beginning fall 2020.

Activity 1: Using community surveys, the library director will determine programs that meet community needs and interests.

Activity 2: The library director will research what programs are being offered by other local libraries that attract local interest.

Goal 2: The library will increase attendance by 100% on average from FY20 numbers at library programs

	FY1	FY2	FY22		FY1	FY2	FY22
	9	0	YTD*		9	0	YTD*
Kids Programs				Kids Program			
Offered	90	10	32	Attendance	513	81	294
YA Programs				YA Program			
Offered	50	15	4	Attendance	168	61	22
Adult Programs				Adult Program			
Offered	5	9	2	Attendance	81	178	93
Total	145	34	38		762	320	409

*FY22 July - December
2021

Activity 1: Library staff will spend more time advertising programs on social media

May 2021 – the library has it’s own FaceBook page. Ongoing – posts added about 2-4 times per week.

Activity 2: Library staff will work on creating more engaging marketing materials for programs

July 2021 – the library sent out first e-mail newsletter. Ongoing – newsletter approximately every three months.

Service Option #3: Digital Learning

Goal 1: Community members will develop internet literacy and online safety skills

Objective 1: The library will develop and implement a blueprint in order to improve digital literacy in the community

Activity 1: Trustee Shannon Miller will research & recommend a digital literacy blueprint for the library by mid-2020.

Activity 2: The library director and library board will discuss and vote on Trustee Shannon

Objective 2: Kids and parents will learn how to safely navigate the online world **Activity**

1: The library will coordinate with local groups to offer family-oriented online safety programs with qualified speakers, with informal surveys about safety knowledge to measure learning

Activity 2: The library director will look into adding online safety tips for parents to the city newsletter

Goal 2: The library will provide community members with opportunities to learn more about technology

Objective 1: The library will maintain technology to meet public needs

Activity 1: The library director will complete the Edge 2.0 evaluation

Activity 2: The library director and library board will explore opportunities to add new technologies to the library, including circulating technology

May 2021 – LaunchPads available for circulation

Objective 2: The library will provide library patrons with opportunities to learn how to operate different devices, software, and applications

Activity 1: The library director will reevaluate the content of Tech Tuesday programs to better meet community needs

Activity 2: The library director and the library board will look into the feasibility of acquiring an online learning database with technology courses

Evaluation

This plan will be reviewed and evaluated by the library board and director at least biannually. Formal methods of evaluation may include quantitative through the use of statistics and graphing, and qualitative through the use of surveys and tools such as Project Outcome.

Agenda Item #13- 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*

City Clerk: *Brott ___; Lyon ___; Grolmus ___; Herman ___; Greer ___;*

Mayor: *The time is _____ p.m., the meeting is adjourned. Thank you.*