

-NOTICE OF A PUBLIC MEETING-
Governmental Body: Van Meter City Council
Date of Meeting: Monday, May 12, 2014
Time/Place of Meeting: 7:00 p.m. – Veteran’s Reception Center, 910 Main Street

Business Meeting Agenda:

1. Call to Order
2. Approval of Agenda
3. Introductions
4. Citizens Hearing
5. Consent Agenda:
 - a. Minutes of April 14, 2014 council meetings
 - b. April Claims list
 - c. April Financial Statement
 - d. Approve a proposal to install low pressure sewer at 2737 and 2745 Richland Circle with the caveat that the project constitutes a private improvement in the public right-of-way for which the City accepts no responsibility.
 - e. A Resolution approving an application for tax abatement for the Legends Field House at 420 Mill Street.
 - f. A Resolution approving personnel transactions relevant to the Rec Position.
 - g. A Resolution approving a transfer of funds.
 - h. Approve the Veterans Reception Center’s liquor license renewal and outdoor service permit.
 - i. Approve a Legal Services Agreement with Masterson, Bottenberg & Eichorn LLP.
6. Raccoon River Days Update and request to designate routes and road closures– Becca Wiederholt
7. Tropical Sno Relocation Request – Jill Bright
8. Van Meter Schools Facility Project Site Plan.
9. A resolution on a proposal to extend the Building Permit Fee Waiver Program
10. A proposed purchasing policy
11. A proposed public and media relations policy
12. Department/Committee Reports:
 - a. Parks and Rec
 - b. Library
 - c. Public Safety
 - d. Public Works
 - e. Attorney
 - f. Engineer
 - g. Administrator – Work Session,
Tuesday, May 27 at 6:30PM
 - h. Council
 - i. Public Works/Infrastructure
 - ii. Culture and Recreation
 - iii. Ad-Hoc Committees
 - i. Mayor
 - i. Finance
 - ii. Policy
 - iii. Economic Development
 - iv. Public Safety
 - v. EMA, E911
13. Adjourn

Agenda Item #1 - Call to Order

Submitted for:

Recommendation:

Sample Motions:

Mayor: *The time is Seven O'clock PM on Monday, May 12, 2014. I hereby call this meeting of the Van Meter City Council to order.*

Agenda Item #2 - Approval of the Agenda

Submitted for:

Action

Recommendation:

Approval

Sample Language:

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

City Councilmember _____: *So moved.*

City Councilmember _____: *Second.*

Mayor: *Roll call please.*

City Clerk: *Lacy ___; Stump ___; Tweed ___; Sacker ___; Peterson ___;*

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

Agenda Item #3 - Introductions

Submitted for:

Information

Recommendation:

Sample Language:

Mayor: *Would those present please introduce themselves?*

Agenda Item #4 - Citizens Hearing

Submitted for:
Information
Recommendation:

Sample Language:

Mayor: *At this time I will recognize members of the public that would like to address the City Council. Once given the floor those addressing the City Council will be given 5 minutes to read their comments into the record.*

Agenda Item #5 - 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 approve a Resolution Adopting the Consent Agenda as it has been presented to us.*

City Councilmember _____: *So moved.*

City Councilmember _____: *Second.*

Mayor: *Roll Call Please.*

City Clerk: *Lacy ___; Stump ___; Tweed ___; Sacker ___; Peterson ___;*

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

- 1) The Van Meter City Council met for a regular council meeting on Monday, April 14, 2014 at the Veterans Reception Center. Mayor Allan Adams called the meeting to order at 7:00PM. The following council members were present upon roll call: Bob Lacy, Kim Sacker, Elizabeth Tweed, Mike Peterson, and Owen Stump.

Staff present: City Administrator Jake Anderson, City Attorney Erik Fisk, City Engineer Bob Veenstra, Public Safety Director William Daggett, and Police Reserve Officer Chris Boswell, Librarian Jolena Welker.

Members of the public present were Brian Brustkern, Becca Wiederholt, Cathy Dodson, Sherre Fisher, Duane Lubben, Blair Smith, Nyla Peeler, Maren Lenhart, Ted Trewin, Bob Russell, Melissa Bernhardt, Shelly Horan, Kelly Sedars, Sam Welker, and others who did not sign in.

- 2) Mayor Adams asked for a motion to approve the agenda. Motioned by Peterson supported by Lacy. Passed unanimously by those present.
- 3) Introductions were made.
- 4) Mayor Adams opened the citizens hearing. Hearing no citizen comments Mayor Adams closed the citizens hearing.
- 5) Mayor Adams reviewed the consent agenda, and asked for discussion. City Administrator Anderson noted amendments to the claims list. Mayor Adams asked for a motion to adopt, “A Resolution Adopting the Revised Consent Agenda.” which included the following:

- a. Minutes of March 10, and April 9, 2014 City Council Meeting Minutes.
- b. March Claims list

ACCO	WATER CHEMICALS	\$	332.00
TYCO INTERGRATED SECURITY	QUARTERLY BILLING 5/14-7/14	\$	120.00
AG SOURCE LABORATORIES	WA/SW TESTING	\$	292.00
AMANDA DURFLINGER	CODE 411 CUPCAKES	\$	80.00
APEX COMPANIES LLC	LEAKING UST	\$	217.50
BALDON HARDWARE	PUB WORKS BOLTS AND PADLOCK	\$	8.27
BOB LACY	MILEAGE TO PERRY	\$	34.72
BUTCH'S	50# ICE MELT	\$	40.00
CARE	STUFF APR UT BILLS/NEWSLETTERS	\$	50.00
CENTURY LINK	CITY HALL PHONE CHARGES	\$	327.15
DALLAS CO RECORDER	ANNEXATION/WARRANTY DEED	\$	120.00
DATA TECHNOLOGOIES INC	NEW CLERK TRAINING	\$	2,384.14
DELTA DENTAL	Employee Dental Ins	\$	313.82
DENNIS CARTER	DEMO & REMOVAL 416 WEST BLDG	\$	40,000.00
DEPT OF ADMINSTRATIVE	FEB CPM TRAINING	\$	250.00
EFTPS	FED/FICA TAX	\$	6,158.86
EMERGENCY SERVICES MARKETING	SUB FEE X 1 YR	\$	650.00
FIRE SERVICE TRAINING BUREAU	HOM/FFI - DOP	\$	150.00
FRANK DUNN CO	HIGH PERFORMANCE PATCH	\$	168.00
FRED SCHIMMELS	EMERGENCY TIRE REPAIR	\$	15.00
H D SUPPLY WATERWORKS	ADJ VLV BOX RISER	\$	124.00
HACH	WATER CHEMICALS	\$	256.70
HAWKEYE TRUCK EQUIPMENT	UNPAID BALANCE CUTTING EDGE	\$	217.00
HEARTLAND COOP	FD DIESEL/SHOP-WA SHED LP	\$	1,763.19
IA ASSOC OF MUNICIPAL UT	2014 CCR WORKSHOP	\$	40.00

IOWA ONE CALL	FAXES	\$ 37.10
IOWA PRISON INDUSTRIES	DRIVE SLOW/WE LOVE SIGNS	\$ 1,020.00
IPERS	IPERS	\$ 3,780.85
JESTER INSURANCE SERVICE	POLICY RENEWAL	\$ 34,312.00
LOWE'S	PAPER PRODUCTS & MISC SHOP	\$ 171.08
MAINSTAY	NETWORK MAINT APR, MAY, JUNE 14	\$ 570.00
MATHESON TRI GAS INC	OXYGEN	\$ 34.76
MIDAMERICAN ENERGY	GAS/ELEC	\$ 2,704.64
NICHOLAS CAMPBELL	HANDCUFFS, BADGE HOLDER, VEST	\$ 195.00
OFFICE DEPOT	PAPER	\$ 115.23
OFFICE OF AUDITOR OF STATE	STATUTORY ANNUAL EXAM FEE 2013	\$ 3,990.03
PETTY CASH	LIBRARY POSTAGE	\$ 65.48
SMITH'S SEWER SERV. INC	TELEVISE UNDERGROUD LINE	\$ 185.00
SQUARE, INC	Credit Card Acceptance Fee	\$ 38.28
SWANK MOTION PICTURES INC	COPYRIGH LIC 3/14-3/15	\$ 242.00
THE HARTFORD	Employee Life/Dis Insurance	\$ 235.57
TREAS - ST OF IA SALES TX	QRTLY SALES TAX 1ST QRT 2014	\$ 2,173.00
TREAS - STATE OF IOWA W/H	STATE TAXES	\$ 1,117.00
US POSTMASTER	APRIL NEWSLETTER/UT BILLS	\$ 192.96
VERIZON WIRELESS	DAGGETT PHONE CHARGES	\$ 365.32
WASTE CONNECTIONS	GARBAGE CONTRACT	\$ 5,882.35
WELLMARK	Employee Dental Ins	\$ 4,273.35
WELLS FARGO CC	LIB COMPUTER	\$ 697.83
WHITFIELD & EDDY PLC	LEGAL SERVICES	\$ 769.00
	*****REPORT TOTAL*****	\$117,280.18

c. February Financial Statement and Quarterly Investment Report

FUND	RECEIVED	DISBURSED
GENERAL	\$ 25,088.96	\$21,148.44
LIBRARY TECHNOLOGY FUND	\$ 0.01	\$ -
ROAD USE TAX	\$ 9,234.67	\$ 6,392.11
EMPLOYEE BENEFITS	\$ 2,064.87	\$ 5,181.25
EMERGENCY FUND	\$ 166.51	\$ -
TIF-CR ESTATE	\$ 15,587.50	\$ -
PARK TRUST FUND	\$ 1,000.14	\$ -
LIBRARY TRUST FUND	\$ 142.67	\$ 4,359.73
VM COMMUNITY BETTERMENT	\$ -	\$ 35.00
DEBT SERVICE	\$ 1,565.76	\$ -
WATER	\$ 14,460.17	\$ 9,806.49
SEWER	\$ 55,309.95	\$ 8,709.40
*****REPORT TOTAL*****	\$124,621.21	\$55,632.42

- d. Approval of the insurance policy renewal with EMC.
- e. Set a date and time for a public hearing on an ordinance increasing utility rates for May 12, 2014 at 7:00PM at the Veterans Reception Center, 910 Main Street.

Lacy moved supported by Sacker to adopt and approve Resolution #2014-8, "A Resolution Adopting the Revised Consent Agenda." Passed unanimously by those present.

- 6) Mayor Adams opened the public hearing on a proposal to discontinue the practice of fluoridating the public water supply. A number of individuals addressed the City Council regarding the issue. Adams closed the public hearing and asked for the Council's thoughts then entertained a motion on the proposal. Peterson

moved supported by Sacker to deny the proposal and continue fluoridating the public water supply. Passed unanimously.

- 7) Mayor Adams recognized Brian Brustkern with the State Auditor's Office who presented the City's examination for the fiscal year ending June 30, 2013. Mr. Brustkern explained recent changes in the law, the procedures followed to review the City's financial and business activities, and explained the findings to the City Council. Mr. Brustkern concluded his presentation by saying, "All in all, things in Van Meter are in pretty good shape."

8) Department/Committee Reports

City Administrator Anderson reported receiving notice from the Bob Feller Museum Board of Directors that the board will be presenting a slight variation of the City's proposal to the Museum membership for approval. Anderson also indicated that the Council needs to finish a discussion relevant to goal setting.

- 9) Having no other business Mayor Adams asked for a motion to adjourn. Moved by Lacy supported by Peterson. Passed unanimously.

_____ Allan B. Adams, Mayor

ATTEST

_____ Liz Thompson, City Clerk

*** CITY OF VAN METER IA ***
ACCOUNTS PAYABLE ACTIVITY
CLAIMS REPORT

VENDOR NAME	REFERENCE	TOTAL	CHECK#	CHECK DATE

ACCOUNTS PAYABLE CLAIMS				

ACCO	WATER CHEMICALS	388.00		
AG SOURCE LABORATORIES	TESTING - WA/WASTE WA	84.50		
ANDERSON SERVICE	LIBRARY FURNACE/AC	4,110.00	24561	4/28/14
APEX COMPANIES LLC	LEAKING UST	2,161.63		
ARNOLD MOTOR SUPPLY	FD GAS CAP	16.18		
BOB LACY	MILEAGE SMART CONFERENCE	23.52		
BOBS AUTO PARTS	FIRE DEPT SEA FOAD	48.50		
BOHLMANN INC	DRINKING FOUNTAIN PARTS	32.29		
BROKEN ARROW WEAR	CODE 411 TSHIRTS	585.93		
BRYAN ROCK PRODUCTS, INC	RED BALL DIRT REC COMPLEX	1,238.93		
CASEY'S GENERAL STORE	GAS	902.06		
CASEY'S GENERAL STORE	PD GAS	811.16	1,713.22	24556 4/17/14
CENTURY LINK	PHONE CHARGES CITY HALL	332.93		
CULLIGAN	AUTOMATIC RENTAL	21.95		
D&K PRODUCTS	TORDON/LIMESTONE	50.28		
DALLAS CO TREASURER	REC COMPLEX TAXES	253.00		
DALLAS COUNTY NEWS	LEGAL PUBLICATIONS	281.16		
DELTA DENTAL	Employee Dental Ins	313.82	11178364	4/30/14
ED ROEHR SAFETY PRODUCTS	TASER CARTRIDGE	64.51		
EFTPS	FED/FICA TAX	3,051.05	11178361	4/25/14
EFTPS	FED/FICA TAX	3,148.66	6,199.71	11178366 5/09/14
FORT DODGE STEEL INC	LOCKERS FOR FIRE DEPT	987.34		
ILEA	ADMIN AND EVAL OF MMPI REHA	180.00		
IMAGING TECHNOLOGIES	QUARTERLY BILL MAY-AUG	322.27		
INDUSTRIAL CHEM LABS	ROOT BEGONE	245.48		
AMES POLICE DEPT	LECC EX TRAIING CONFERENCE	125.00		
IPERS	IPERS	1,870.49	11178359	4/25/14
JANICE MILLER	REIMBURSEMENT EASTER	320.32		
JIMS JOHNS INC	KYBO REC COMPLEX	156.00		
LOWE'S	REC COMP, CITY HALL, PW SHOP	424.42		
MAFFIN OUTDOOR POWER & AUTO	OIL CHANGE PD X 2	50.00		
MASTERSON BOTTENBERG & EICHORN	NPO LEGAL SERVICES	192.00		
MENARDS	SWING HANGERS	8.49		
MIDAMERICAN ENERGY	ELEC/GAS	2,312.22		
MULCHMART LLC	4" HARWOOD MULCH	159.20		
MUNICIPAL SUPPLY INC	IRRIGATION METERS, FITTINGS	863.40		
PETTY CASH	Library Postage	90.27	24563	5/05/14
RHODES INC	TRACTOR DIESEL PUB WORKS	451.57		
SERVICE MASTER BY RICE	SEWAGE BACK UP IN RESIDENCE	1,420.33		
SHARLOTTE PETERSON	BACK UP SEWER LINE	162.18		
SMITH'S SEWER SERV. INC	HYDRO JET MAIN	292.50		
SOUTHEAST TURF EQUIPMENT	JOHN DEER BUNKER TRACTOR	7,900.00	24557	4/17/14
SQUARE, INC	Credit Card Acceptance Fee	15.21	11178362	4/30/14
THE HARTFORD	Employee Life/Dis Ins	235.57	11178365	4/30/14
TREAS - STATE OF IOWA W/H	STATE TAX	550.00	11178360	4/25/14
UNIVERSITY OF IOWA	CPR RECERTIFICATION	84.00	24558	4/17/14
US POSTMASTER	MAY UT BILLS/NEWSLETTERS	192.48	24562	4/30/14
VEENSTRA & KIMM INC	ENGINEERING SERVICES	2,668.08		
VERIZON WIRELESS	CELL PHONE CHARGES	365.31		
WASTE CONNECTIONS	GARBAGE CONTRACT	6,221.97		
WELLMARK	Employee Health Insurance	4,273.35	11178363	4/30/14

*** CITY OF VAN METER IA ***
ACCOUNTS PAYABLE ACTIVITY
CLAIMS REPORT

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
WHITFIELD & EDDY PLC	ATTORNEY FEES	4,277.00	24559	4/17/14
**** PAID TOTAL ****		30,923.06		
**** SCHED TOTAL ****		24,413.45		
**** OPEN TOTAL ****				
**** ON HOLD TOTAL ****				
***** REPORT TOTAL *****		55,336.51		

*** CITY OF VAN METER IA ***
ACCOUNTS PAYABLE ACTIVITY
CLAIMS DEPT SUMMARY

DEPT	DEPT NAME	TOTAL	CHECK#	DATE
	LIABILITIES	8,620.20		
	POLICE	2,202.02		
	EMERGENCY MANAGEMENT	12.81		
	FIRE	1,435.31		
	ROADS, BRIDGES, SIDEWALKS	2,825.53		
	STREET LIGHTING	238.07		
	GARBAGE	6,221.97		
	LIBRARY	6,034.06		
	PARKS	513.86		
	RECREATION	9,859.33		
	CEMETERY	79.60		
	ECONOMIC DEVELOPMENT	2,791.63		
	MAYOR/COUNCIL/CITY MGR	23.52		
	CLERK/TREASURER/ADM	361.17		
	LEGAL SERVICES/ATTORNEY	4,638.56		
	CITY HALL/GENERAL BLDGS	127.69		
	WATER	5,171.19		
	SEWER/SEWAGE DISPOSAL	4,179.99		

*** CITY OF VAN METER IA ***
ACCOUNTS PAYABLE ACTIVITY
CLAIMS FUND SUMMARY

FUND	FUND NAME	TOTAL	CHECK#	DATE
001	GENERAL	19,198.58		
110	ROAD USE TAX	2,423.67		
112	EMPLOYEE BENEFITS	3,287.33		
125	TIF-CR ESTATE	2,161.63		
182	LIBRARY TRUST FUND	5,454.22		
185	REC CAPITAL FUND	9,391.93		
186	SITE CERT PROJECT	438.00		
600	WATER	6,981.89		
610	SEWER	5,999.26		



CITY OF VAN METER

Bank Reconciliation/Financial Summary - Month/Year: April 2014

<u><i>Treasurer's Report</i></u>	
Book Balance, Beginning of Month:	\$1,032,601.24
Add: Total Revenues this Month: with transfers	\$279,809.25
Less: Total Expenditures this Month: with transfers	(\$152,315.17)
Add: Δ Liability	\$705.86
Book Balance End of Month:	\$1,160,801.18

<u><i>Bank Reconciliation</i></u>	
Checking Account Balance End of Month:	\$643,250.92
Less: Outstanding Transactions (Cash Report):	(\$7,356.71)
Adjusted Checking Account Balance:	\$635,894.21
Currency	
Petty Cash: (res Nov 2004)	\$100.00
Change Fund:	\$30.00
Total Currency:	\$130.00
Investments: (Interest for month included)	
IPAIT	
IPAIT – general	\$220,801.38
IPAIT – park	\$20,620.71
IPAIT – library	\$17,059.34
IPAIT – library/technology	\$1,187.10
IPAIT TOTAL:	\$259,668.53
Certificate of Deposit/ESB	\$250,000.00
Wells Fargo – savings acc't	\$15,108.44
Total Investments:	\$524,776.97
Total of Bank Statements End of Month	\$1,160,801.18

Difference:	\$0.00
Note(s):	

Verify: Mayor or Mayor Pro Tem:

CALENDAR 4/2014, FISCAL 10/2014

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001 GENERAL	56,005.43	99,667.86	46,554.68	705.86	109,824.47
049 VEHICLE INSPECTION FUND	38,491.91	.00	.00	.00	38,491.91
051 LIBRARY TECHNOLOGY FUND	649.92	.01	439.99	.00	209.94
052 PW-VEHICLE REPLACEMENT	7,000.00	.00	.00	.00	7,000.00
053 FD-VEHICLE REPLACEMENT	8,000.00	.00	.00	.00	8,000.00
054 VEHICLE REPLACEMENT-POL	5,631.25	.00	.00	.00	5,631.25
055 VEHICLE REPLACEMENT-FIR	3,000.00	.00	.00	.00	3,000.00
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	3,029.81	.00	.00	.00	3,029.81
110 ROAD USE TAX	58,748.75	6,466.05	5,787.21	.00	59,427.59
112 EMPLOYEE BENEFITS	63,426.36	31,975.95	5,170.06	.00	90,232.25
119 EMERGENCY FUND	212.56	2,578.54	.00	.00	2,791.10
121 LOCAL OPTION SALES TAX	53,794.37	.00	.00	.00	53,794.37
125 TIF-CR ESTATE	170,380.76	57,436.65	40,217.50	.00	187,599.91
126 TIF-WH PINES SUBDIVISIO	67,321.02	17,157.16	.00	.00	84,478.18
127 TIF-POLK CO. BANK	39,176.44	10,830.39	.00	.00	50,006.83
128 TIF-STANDBROUGH	.00	.00	.00	.00	.00
180 PARK TRUST FUND	26,287.76	.14	.00	.00	26,287.90
181 REC TRUST	.00	.00	.00	.00	.00
182 LIBRARY TRUST FUND	30,423.24	.17	8,563.30	.00	21,860.11
183 VM COMMUNITY BETTERMENT	1,209.11	.00	35.00	.00	1,174.11
184 CDBG/HOUSING PROJECT	.00	.00	.00	.00	.00
185 REC CAPITAL FUND	40,493.15	.00	7,900.00	.00	32,593.15
186 SITE CERT PROJECT	167,652.46	.00	.00	.00	167,652.46
200 DEBT SERVICE	47,565.40	31,915.26	.00	.00	79,480.66
205 DEBT SERVICE-WATER	2,145.34	.00	.00	.00	2,145.34
213 DEBT SERVICE-LIFT STATI	778.48	.00	.00	.00	778.48
300 SIDEWALK CAPITAL PROJEC	.00	.00	1,020.00	.00	1,020.00-
500 CEMETARY-PERPETUAL CARE	13,400.00	650.00	.00	.00	14,050.00
600 WATER	81,904.94	11,440.43	25,683.62	.00	67,661.75
606 WATER MAIN PROJECT	41,242.47	.00	.00	.00	41,242.47
610 SEWER	3,369.69-	9,690.64	10,943.81	.00	4,622.86-
612 DEBT SERVICE-SEWER LAGO	.00	.00	.00	.00	.00

Report Total 1,032,601.24 279,809.25 152,315.17 705.86 1,160,801.18

Jake Anderson

From: Garret Hulse <Garret@earlhambank.com>
Sent: Friday, May 9, 2014 11:43 AM
To: 'Jake Anderson'
Subject: Low Pressure Sewer

Mr. Anderson,

My name is Garret Hulse and I own Lot 5 in the Hilltop Development. The address is 2737 Richland Circle. In the approval of the final plat the City of Van Meter allowed lots 5 and 6 to be served by private systems. I am interested in the possibility of hooking into the public sewer through a low pressure line. I have spoken with the Akers (they are building on Lot 6, next to my lot) and, it is my understanding that they are also interested in utilizing a low pressure system that would hook into the city's sewer.

Can you help with any steps we need to take to hook into the public sewer. Depending on the cost, I would much rather have a low pressure system than a septic system.

Thanks,

Garret Hulse

Garret Hulse
Executive Vice President, MLO Identifier 721601
Earlham Savings Bank
Phone: 515-273-2312
FAX: 515-225-3298
Garret@earlhambank.com

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Resolution #2014-____
“Resolution Approving Application for Tax Abatement under the Urban Revitalization
Plan for 420 Mill Street, PLS Investments, Inc.”

WHEREAS, the City of Van Meter has adopted a Urban Revitalization Plan;

and

WHEREAS, PLS Investments, Inc. has made application for Tax Abatement under the
Urban Revitalization Plan;

BE IT HEREBY RESOLVED that the City Council approves the submittal to the Dallas
County Assessor for review and approval pursuant to Section 404.5 of the Code of Iowa.

Approved this 12th day of May, 2014.

_____ Allan B. Adams, Mayor

ATTEST:

_____ Jake Anderson, City Administrator

APPLICATION FOR TAX ABATEMENT UNDER THE
URBAN REVITALIZATION PLAN FOR

VAN METER, IOWA

Date 4-10-14

Prior Approval for
Intended Improvements

Approval of Improvements
Completed

Address of Property: 420 Mill St

Legal Description: .506AC Parcel SW SW

Title Holder or Contract Buyer: PLS Investments, Inc.

Address of Owner (if different than above): 950 Office Park Rd Ste 110 WDM IA
50205

Phone Number (to be reached during the day): (515) 223-4207

Existing Property Use: Residential Commercial Industrial Vacant

Proposed Property Use: Resturant Bar & Grill

Nature of Improvements: New Construction Addition General Improvements

Specify: Resturant Interior built out for

Bar & Grill

Estimated or Actual Date of Completion: March 15, 2014

Estimated or Actual Cost of Improvements: \$65,000

Tax Exemption Schedule is attached.

Signed: 

Resolution # 2013-_____ “A Resolution approving Personnel Transactions relevant to the Rec Position.”

Whereas, the City Council has approved the creation of a position to address the additional workload associated with the Rec Complex, and

Whereas, the City Administrator has determined it necessary to revise the position description to better address the workload, and

Whereas, Lisa Tuma has accepted the revised position description, now

Therefore be it resolved that the City Council of Van Meter, Iowa hereby approves the revised position description for Lisa Tuma at a reduced wage of \$9.00 per hour retroactive to May 5, 2014.

Passed and Approved this 12th Day of May 2014.

_____ Mayor Allan Adams

ATTEST:

_____ Liz Thompson, City Clerk

**CITY OF VAN METER
POSITION DESCRIPTION AND SPECIFICATIONS**

Position Title:	Seasonal Rec Employee	Reports to:	Administrator and Others as Delegated
Department:	Parks and Recreation	FLSA Status:	Temporary Part Time Non-Exempt
Residency:	Not Necessary	Date:	May 2014

POSITION SUMMARY:

This is a temporary seasonal position that terminates on September 30 of each year. Under the general supervision of the City Administrator and others as delegated, this position performs a wide variety of functions necessary to provide enjoyable park and public facilities for all visitors particularly at the recreation complex. The position entails routine maintenance of park and other public facilities to include mowing and trimming, litter control, facility cleaning, event set-up and tear-down, and concession stand work.

ESSENTIAL FUNCTIONS:

Mowing and trimming of park and other city facilities.

Maintaining trash receptacles and providing litter control.

Restroom and building and grounds maintenance to include cleaning and sanitizing restrooms.

Maintain ball field grounds and field, including occasional painting and chalking of the field.

Inspects and maintains play structures facilities for safe usage to prevent injury and loss of life.

Performs daily cleaning and repairs of park grounds, restrooms, recreation facilities, and municipal building grounds.

Maintains and prepares grounds for projects, including grading dirt, building sidewalks, fences, and walls, and hauling debris.

Maintains turf grass in parks, and municipal building grounds by mowing, spraying, fertilizing, seeding, or sodding.

Identifies hazardous trees and maintains trees by trimming, pruning, planting, removal, spraying, mulching, and chipping.

Working cooperatively with and providing assistance to other staff members as assigned.

Wear the staff uniform while on duty.

Observes all safety precautions and assists others to provide a safe work environment.

Attend all trainings and meetings required for staff.

Reports any damaged or broken safety or mechanical equipment to the appropriate supervisor.

Maintaining plants and flowers in the parks.

Timely completion of assigned duties of the position and other duties as assigned.

Any other duties as directed by the City Administrator and/or his designee.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Any combination of education and experience providing the required skill and knowledge is qualifying. Typical qualifications would be equivalent to:

- Education/Experience:**
- High School Diploma or equivalent. 1-2 years of additional schooling preferred.
 - 1-3 years of related work experience preferred.

- Skills:**
- Ability to take initiative
 - Effective oral and written communication skills
 - Problem-solving ability
 - Basic mathematical skills
 - Ability to concentrate in a diverse work setting

- Knowledge:**
- Turf and tree management
 - General knowledge of grounds and facility maintenance
 - General knowledge of facility cleaning and upkeep, including supplies and chemicals of the trade

- Working Conditions:**
- Exposure to unpleasant social situations, continuous interruptions, irregular work hours, significant work place pressure
 - Intermittent periods of standing, walking, and sitting
 - Ability to lift, carry, push, and pull 20-50 pounds
 - Constant hearing, near and far sight acuity, depth perception, color vision, and field of vision
 - Frequent climbing, stooping, reaching, dexterity, concentration, judgment, and writing ability
 - Intermittent balancing, kneeling, crouching, crawling, handling, feeling, and talking
 - Nights and weekends required, including holidays when needed.
 - Constant exposure to weather and dirt/dust
 - Frequent exposure to extreme cold and/or heat, wet and/or humid conditions, noise intensity level, vibration, moving mechanical parts/hazards, explosives, toxic/caustic chemicals, odors, and other environmental conditions
 - Constant use of protective footwear
 - Often use of protective eyewear, earwear, and gloves

Safety Hazards:

- Electrical hazards
- Traffic hazards
- Chemical Hazards
- Hazards associated with moving mechanical parts on heavy and light equipment

ACKNOWLEDGEMENT

I have read and understand the information contained in the Position Description and Specifications. I have been given the opportunity to make any additions and/or corrections to this position description I felt necessary. I further understand that this Position Description and Specifications document is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts, or working conditions associated with this position. Also, while this list is intended to be an accurate reflection of the current position, the employer reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by the employer. I understand that I may be required to work over-time, irregular shifts or hours, and outside of the normally defined workday or work week. I also understand that this position description does not constitute a contract of employment nor alter my status as an at-will employee. I understand that the position is temporary and will terminate on September 30 however I also understand that I have the right to terminate my employment at any time and for any reason and the employer has a similar right.

Employee's Signature

City Administrator

Date

Date

The City of Van Meter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act Amendments Act, the City will provide reasonable accommodations to qualified individuals with disabilities, and encourages prospective employees and position incumbents to discuss potential accommodations with the Employer.

Resolution # 2014-_____ “A Resolution to Transfer Funds”

Be it hereby resolved that the City Council of Van Meter, Iowa approves the following transfers:

\$500 from General (001) to Community Betterment (183) for a Raccoon River Day’s donation made by Waste Connections via a statement credit.

Passed and Approved this 10th Day of February 2014.

_____ Mayor Allan Adams

ATTEST:

_____ Liz Thompson, City Clerk



WASTE CONNECTIONS INC.
 DES MOINES DISTRICT
 4705 NE 22ND ST
 DES MOINES IA 50313-2513
 DISTRICT NO - 3071

ACCOUNT NO. 3071-9005310-001
 INVOICE NO. 1538263
 STATEMENT DATE 10/01/13
 DUE DATE 10/23/13
 BILLING PERIOD 10/01/13 - 10/31/13

CITY OF VAN METER
 ATTN: LIZ / JAKE
 PO BOX 160
 VAN METER IA 50261

FOR ASSISTANCE
 Office (515) 265-7374

INVOICE STATEMENT

Date	Description	Amount
	Previous Balance	\$ 5,822.03
09/16/13	Payment Thank You!	\$ 5,822.03-
	Total Payments And Credits	\$ 5,822.03-
	Service Location Acct #9005310-001	City Of Van Meter Residential 505 Grant St
08/30/13	Disposal 482666	1.16 @ \$0.00 \$ 0.00
08/30/13	Recycle Roll Off 482666	1 Each @ \$0.00 \$ 0.00
09/10/13	Standard Charge	1 Each @ -\$500.00 \$ 500.00-
	Donation	
09/11/13	Disposal 484580	1 Each @ \$0.00 \$ 0.00
09/11/13	Recycle Roll Off 484580	1 Each @ \$0.00 \$ 0.00
09/20/13	Disposal 486929	1.14 @ \$0.00 \$ 0.00
09/20/13	Recycle Roll Off 486929	1 Each @ \$0.00 \$ 0.00
10/01/13	Standard Charge	\$ 3,700.00

CLAIM V 22
 DATE PD. 10/16/13
 CK. # 0012906499
 AMT. # 5308.15

6

Please remit to the address below and return your remit stub with your payment or look on the reverse side to learn about on-line bill pay.



License Application (LC0040126)

Applicant

Name of Applicant:	<u>Van Meter Post No. 403 of the Iowa Depart</u>		
Name of Business (DBA):	<u>Veteran's Reception Center</u>		
Address of Premises:	<u>910 Main Street</u>		
City: <u>Van Meter</u>	County: <u>Dallas</u>	Zip: <u>50261</u>	
Business Phone:	<u>(515) 210-8280</u>		
Mailing Address:	<u>PO Box 81</u>		
City: <u>Van Meter</u>	State: <u>IA</u>	Zip: <u>50261</u>	

Contact Person

Name:	<u>Leslie Herman</u>		
Phone:	<u>(515) 996-9166</u>	Email Address:	<u>vrc.leslie@gmail.com</u>

Classification: Class C Liquor License (LC) (Commercial)

Term: 12 months

Effective Date: 07/01/2013

Expiration Date: 06/30/2014

Privileges:

Class C Liquor License (LC) (Commercial)
Outdoor Service

Status of Business

BusinessType:	<u>Privately Held Corporation</u>		
Corporate ID Number:	<u>83127</u>	Federal Employer ID #	<u>42-6074483</u>

Ownership

Adam CoyleFirst Name: AdamLast Name: CoyleCity: Van MeterState: IowaZip: 50261Position Administrative% of Ownership 0.00 %

U.S. Citizen

Marsha WhiteakerFirst Name: MarshaLast Name: WhiteakerCity: Van MeterState: IowaZip: 50261Position Commander% of Ownership 100.00 %

U.S. Citizen

Mike KochFirst Name: MikeLast Name: KochCity: Van MeterState: IowaZip: 50261Position Financial Officer% of Ownership 0.00 %

U.S. Citizen

Insurance Company InformationInsurance Company: Cincinnati Specialty Underwriters

Policy Effective Date:

Policy Expiration Date:

Bond Effective Continuously:

Dram Cancel Date:

Outdoor Service Effective Date:

Outdoor Service Expiration Date:

Temp Transfer Effective Date:

Temp Transfer Expiration Date:

LEGAL SERVICES AGREEMENT

Masterson, Bottenberg and Eichorn, L.L.P.

Jeremy R. Masterson
R. Charles Bottenberg
Chad W. Eichorn

A Limited Liability Partnership

P.O. Box 1200
Waukee, Iowa 50263
www.dsmlawyers.com

Telephone: (515)216-0737
Facsimile: (515)216-0104

This document represents an agreement between the Client and Masterson, Bottenberg and Eichorn, LLP and the provisions of this agreement are laid out below. It is the attorney's practice to advise the Client in writing the nature of the undertaking on behalf of the Client and the billing and paying arrangements with respect to the attorney's billing practice. Client should fill out the client intake form and questionnaire contemporaneous with this agreement.

A. Parties:

1. Client: City of Van Meter, IA.
2. Law Firm: Masterson, Bottenberg and Eichorn, LLP
3. Attorney: Chad Eichorn

Client understands that though the Attorney in this case is ultimately responsible for the handling of her or his legal matter, the Attorney's colleagues and staff are authorized to work on the case when appropriate. Work provided for by persons other than Attorney is subject to the same ethical requirements stated herein or otherwise required by law.

B. Subject:

Attorney has been retained by Client in connection with:

The planning, establishment and development of economic and community benefit non-profit organizations.

C. Scope:

1. Term of Representation: This representation is effective on the date the contract is signed. The representation shall continue until its conclusion pursuant to Section G herein. Client will be advised in any event when representation has ended and under what circumstances representation has ended.

LEGAL SERVICES AGREEMENT

2. Limitations to scope of Representation:

a. Representation in this matter includes:

- i. The necessary activities related to the planning of the organizations.
- ii. Drafting the articles of incorporation and bylaws of these organizations.
- iii. Facilitating the initial organizational meetings and assisting with the necessary business.
- iv. Drafting and filing all documents necessary to receive tax exempt status with the IRS.
- v. Functioning as the organizations registered agent.

b. Representation in this matter does not include any matter outside the scope of the above named activities.

D. Attorney Fee:

Attorney's hourly rate is \$120.00. Attorney will be paid for his or her services based on a set fee which shall not change based on the amount of work performed by the Attorney. Details regarding bills, documentation, and time-keeping are provided below:

1. Time-tracking: time will be tracked only for time reasonably and necessarily expended to render professional services on Client's behalf in accordance with this Agreement.
2. Changes to hourly rates: Attorney's hourly rate quoted above will be tracked at this level throughout the duration of the matter unless otherwise agreed in a writing signed by Client.
3. Hourly Fee: Client shall be refunded to Client. Client shall advance additional money for fees from time to time as requested by Attorney to pay anticipated fees. Any unused portion of such advances shall be refunded to Client. All fees will be billed periodically and shall be due and payable at the time of billing shall pay Attorney a fee of \$120.00 per hour for all services performed under this Contract.
4. Transfer of Funds From Trust: Retainers are deposited in a trust account and payments therefrom will be made for Attorneys and staff services, expenses, costs of litigation and extraordinary expenses on a periodic basis as billed. Additional retainer(s) may be required in the event the initial Retainer is expended in full. Any unexpended retainer balance will be refunded to Client within a reasonable time after conclusion of services. Attorneys will account for retainer disbursements as explained below under section

LEGAL SERVICES AGREEMENT

E. Obligations of Client:

1. Client Cooperation: Client will be cooperative with Attorney during representation and will do his or her best to remain communicative and engaged in representation. Client's failure to stay in communication or otherwise actively engage in the case may result in Attorney withdrawing from the case.
2. Expenses: Client will pay the actual, reasonable cost of the following expense items if incurred in accordance with the guidelines below and properly itemized in Attorney's monthly bill:
 - a. Explicit costs: court costs, filing fees, service of process fees, subpoena expenses, research, transcript fees, travel expenses if out of county travel is necessary, sleeping quarters if overnight stays are required, expert witness fees, medical record fees, other public record fees (such as police or fire report fees), in office copy costs of \$0.08 per page, professional copy costs should that be necessary, or any other expense associated with litigation aside from attorney fees or general operating expenses (such as phone, internet, and in county mileage) which are necessary in the course of representations.
 - b. Miscellaneous: Any cost not explicitly laid out herein shall in any event, be discussed in advance by Attorney and Client.
3. Advance Fee (so-called "retainer") Payment: In this case, no advanced fee is required for representation to commence. Any amount of retainer received is to be held in a trust account setup and controlled by Attorney and/or the Law Firm, called an IOLTA trust account. This account is monitored by the State and the Attorney does not receive interest on the money in this account. The retainer will be applied to Attorney's bills, both fees and expenses, as earned by Attorney in accordance with this Agreement and Iowa's rules of ethics. Payment of the retainer does not, for example, release Attorney from the obligation to provide detailed bills and itemized expenses, or to obtain advance Client approval as required by this Agreement. In the event of a dispute as to any amount paid from the retainer, Attorney shall retain the disputed amount in trust until the dispute is finally resolved.
4. Client agrees to the following specific provisions regarding billing:
 - a. Bills shall be paid by client in a timely manner. Even if Client has retained Attorney on a Flat Fee Rate, the bill may include itemized expenses incurred by Attorney that Client is responsible for. Non-payment of bill may

LEGAL SERVICES AGREEMENT

constitute grounds for Attorney to withdraw or suspend performance on a case.

- b. Case expenses described in section 2 above shall be paid to Law Firm prior to the expense arising, if possible. If an expense which has not been paid for arises in the course of representation, Client shall pay expense immediately. Non-payment of case expenses may constitute grounds for Attorney to withdraw or suspend performance on the case.
 - c. Bills are considered past due if there has been no payment on the bill for 30 days or more. Past Due bills are subject to collection by Law Firm.
 - d. Bills are considered delinquent if there has been no payment on the bill for 90 days or more. Delinquent Bills are subject to collection by Law Firm and third party collection firms.
5. Client will be obligated to pay Law Firm for services provided. If Client disagrees with a fee or cost associated with litigation or Attorney's services, Client will inform the primary Attorney, within seven (7) days of mailing the bill, and attempt to resolve the matter.

F. Obligations of Attorney:

1. Attorney will represent Client as provided herein while complying with all ethical obligations.
2. Attorney will listen to the Client's wishes and, were appropriate, comply with the Client's wishes.
3. Attorney will provide his or her best advice and provide zealous representation at all stages of whatever proceedings are appropriate in this case.
4. Attorney will keep the Client informed of the status of his or her case, especially with regard to changes or developments that occur in the case.
5. Attorney will keep the Client's file and will be able to provide Client with a copy of anything in his or her file (except certain work product or other documents for the attorneys records as authorized by the Iowa Rules of Professional Responsibility) at any time during or after representation. After seven (7) years from the date on which representation ends, Attorney may destroy the contents of the file.
6. Attorney will provide Client with a monthly billing statement clearly indicating the bases for all charges to Client. Attorney will comply with the following provisions:

LEGAL SERVICES AGREEMENT

- a. Monthly Bills: Unless otherwise agreed in a writing signed by the Client, bills shall be issued monthly by Attorney within 10 days after the close of each month. Attorney understands that Client requires prompt bills in part to facilitate effective management of the representation and fees.
- b. Bill Format: Attorney shall provide detailed, itemized bills which at a minimum:
 - i. Clearly identify each person performing services (i.e., time-keepers) in conjunction with each entry,
 - ii. record the time expended by each time-keeper separately,
 - iii. state the amount of time expended daily (and, within each day, broken down by task where more than one project or task was worked upon within the same day),
 - iv. describe within each itemized daily task entry, in sufficient detail to readily allow the client to determine the necessity for and reasonableness of the time expended, the services performed, the project or task each service relates to, the subject and purpose of each service, and the names of others who were present or communicated with in the course of performing the service,
 - v. provide the current hourly rate for the attorney, the total time billed, the product of the total time and hourly rate for each time-keeper, and the total fees charged,
 - vi. indicate whether the bill is current, past due, or delinquent.

G. Conclusion of Representation:

1. Once representation has been accepted and this Agreement has been signed by both parties, representation in this matter may terminate in the following ways:
 - a. Attorney may seek withdrawal under certain circumstances, including without limitation nonpayment of funds, breakdown in communication, fundamental differences with regard to trial strategy, or the development of an ethical conflict. If the matter is in litigation, Attorney must seek Court approval for withdrawal.
 - b. Client may terminate representation freely, but doing so during litigation may also require Court approval.

LEGAL SERVICES AGREEMENT

- c. When the legal matter comes to a natural conclusion, representation may cease (i.e. trial verdict, dismissal, default). Under these circumstances, Attorney will inform Client of the status of his or her representation.
- d. When Law or Ethics requires withdrawal, an attorney must conclude representation. This often requires Court approval, but in any event, the Client will be made aware of the situation and the reason for withdrawal.

2. Obligations at the point of termination:

- a. Client remains obligated to pay Attorney if representation concludes, even if the conclusion is before the natural conclusion of the legal matter.
- b. Client will be billed at the hourly rate of \$120.00 for all work performed up to the point at which representation ends pursuant to the terms of this Agreement.

H. Ethical Obligations:

Attorney is bound by the Iowa Rules of Professional Responsibility and shall conform his or her conduct to those Rules. Attorney will advise the Client of any reason why representation would be impaired or impermissible prior to representation or as soon as possible if an impairment arises. Attorney will respect the confidentiality of information conveyed to Client, whether by prospective, current, or prior clients, pursuant to the Iowa Rules of Professional Responsibility.

At the conclusion of representation, Client's file will be retained by Law Firm' for seven (7) years. Client has the right to retrieve his or her file, upon request, regardless of the reason for concluding representation. After retaining Client's file for seven (7) years, Client's file may be destroyed by Law Firm in a manner respecting the confidentiality of the information obtained from or on behalf of Client.

LEGAL SERVICES AGREEMENT

I. Governing Law, Modification of this Agreement, Severability:

This Agreement is to be interpreted in accordance with the laws of the State of Iowa and with the ethical requirements of that jurisdiction. The Agreement may not be modified in any way without the express, written agreement of both parties. Should any part of this Agreement be found invalid for any reason, the remaining provisions shall still be considered in effect and shall not likewise be considered invalid

Attorney

Client

Printed Name

Printed Name

Date

Date

Agenda Item #6 - Raccoon River Days Update

Submitted for:

Information/Action

Recommendation:

Approve the request to designate routes road closures for the festivities.

Sample Language:

Mayor: *Ms. Wiederholt would you please present your plans for Raccoon River Days.*

Mayor: *Does the Council have any questions for Ms. Wiederholt? If not I would entertain a motion to approve the designated routes and road closures.*

City Councilmember _____: *So moved.*

City Councilmember _____: *Second.*

Mayor: *Roll Call Please.*

City Clerk: *Lacy ___; Stump ___; Tweed ___; Sacker ___; Peterson ___;*

Mayor: *The motion is approved. Thank you.*

Agenda Item #7 - Tropical Sno Relocation Request

Submitted for:

Action

Recommendation:

Defer the request to the Iowa Interstate Railroad.

Sample Language:

Mayor: *Ms. Bright would you please present your proposal.*

Mayor: Mr. Anderson does staff have a recommendation?

Mr. Anderson: Gives recommendation.

Mayor: *Does the Council wish to discuss the proposal further? If not I would entertain a motion deferring the request to the Iowa Interstate Railroad.*

City Councilmember _____: *So moved.*

City Councilmember _____: *Second.*

Mayor: *Roll Call Please.*

City Clerk: *Lacy ___; Stump ___; Tweed ___; Sacker ___; Peterson ___;*

Mayor: *The proposal is deferred. Thank you.*

May 7th, 2014

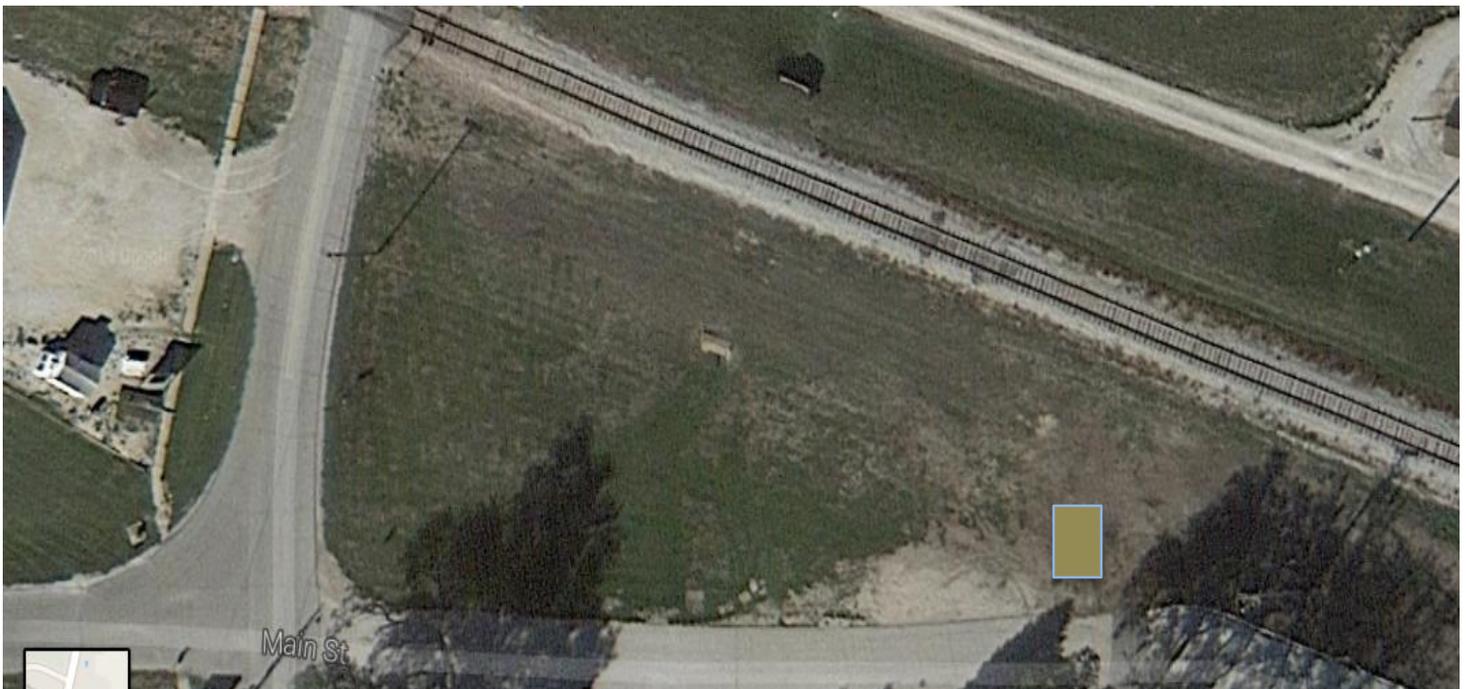
To Whom It May Concern:

I, Jill Bright, would like to request a temporary placement of my Tropical Sno building along the north side of Main Street as marked on the map. This would allow me access to a pole with electricity, visibility from the main road leading into town, and easy access for customers.

The time period would be from mid/end of May to the middle of August., approximately 3 months.

Please consider my request.

Thank you,
Jill Bright



Agenda Item #8 - Van Meter Schools Site Plan

Submitted for:

Action

Recommendation:

Approve subject to the P&Z's conditions.

Sample Language:

Mayor: Would the School's representatives please present their proposed site plan.

School's Rep: Give Presentation

Mayor: Would the City Engineer please present his review comments.

City Engineer: *Gives Presentation*

Mayor: Mr. Anderson did the Planning and Zoning Commission forward a recommendation?

Mr. Anderson Gives P&Z recommendation.

Mayor: *Does the Council wish to discuss the proposed site plan further? If not I would entertain a motion approving the site plan conditionally.*

City Councilmember _____: *So moved.*

City Councilmember _____: *Second.*

Mayor: *Roll Call Please.*

City Clerk: *Lacy ___; Stump ___; Tweed ___; Sacker ___; Peterson ___;*

Mayor: *The site plan is approved conditionally.. Thank you.*

City of Van Meter Planning and Zoning Commission
Minutes 4-30-2014

- 1) The Van Meter Planning and Zoning Commission met on Wednesday, April 30, 2014 at City Hall. Chair Jesse Leckband called the meeting to order at 6:30P.M. Members present were: Garrett Hulse, Jerney Feldman, and Kent Kunkel by phone. Members absent were: Gayle O'Brien, Cristie Sullivan, and Ernie Hockenberry.

Also present was Mindy Bryngelson representing the Van Meter Community School District, City Engineer Bob Veenstra Jr., and City Administrator Jake Anderson.

- 2) Chair Leckband asked for a motion to approve the agenda. Moved by Kunkel supported by Feldman. Passed unanimously.
- 3) Chair Leckband asked for a motion to approve the minutes from February 19, 2014 as presented. Moved by Hulse supported by Feldman. Passed unanimously.
- 4) Mindy Bryngelson and City Engineer Bob Veenstra Jr. Presented the School's site plan for their west campus facilities project. Hulse moved supported by Feldman to recommend approval of the site plan to the City Council subject to the following stipulations 1) that the School designate a separate walking path to the pedestrian underpass, 2) that the City and School determine what portions of the water mains be public and private and, 3) that due to the projects budget constraints the School submit a final site plan that is not substantially different in character from the plan submitted for review to the Commission. Passed unanimously.
- 5) Anderson and Veenstra gave the commission a brief update on the Certified Site announcement. Having no further business Chair Leckband asked for a motion to adjourn. Moved by Feldman supported by Hulse to adjourn. Passed unanimously.

_____ Jesse Leckband, Chair

ATTEST:

_____ Jake Anderson, City Administrator



April 9, 2014

Jake Anderson
City Clerk
City of Van Meter
505 Grant Street
P.O. Box 160
Van Meter, Iowa 50261-0160

CITY OF VAN METER, IOWA
VAN METER COMMUNITY SCHOOL DISTRICT
BUILDING ADDITION AND RENOVATION
SITE PLAN REVIEW

On April 8, 2014, the writer received from Clapsaddle-Garber Associates, Inc. the following documents constituting the site plan for the Van Meter Community School District Building Addition and Renovation project:

- Plan drawings
- Drainage report
- April 7, 2014 transmittal letter from Clapsaddle-Garber Associates, Inc.

Based on review of the site plan documents the following comments are offered:

1. The project involves the construction of two additions to at the northeast corner of the existing building and at the northwest corner of the existing building.
2. In conjunction with the building expansion the driveway on the east side of the existing building is reconfigured. The driveway and parking areas along the north side of the building are modified. The project includes construction on a 132 stall parking lot.
3. The project includes ancillary work including a playground, basketball court, relocation of equipment and a potential geothermal field.

- ✓ 4. The site plan shows proposed modifications to the water system that would convert the existing 6-inch water main extending west from Richland Road from the City's low pressure system to the City's high pressure system. This modification is to allow the fire service to the new building facility to be on the high pressure system to provide adequate pressure.
- ✓5. The writer understands the cost effective method for the school to meet its requirements for sprinkling would be a high pressure connection. The writer believes the City should work with the school district to achieve a high pressure zone connection to the school for its fire service line.
- ✓6. The building and hydrant on the west side of the building would remain on the low pressure system as converting the entire building to high pressure would result in excessive pressure for normal usage at the building.
- ✓7. The site plan shows a 6-inch valve to be installed by the City on the water main on the west side of Richland Road. The transmittal letter suggests the City relocate its pressure sustaining and regulating valve located at 352nd northerly to allow the 6-inch water main to be converted to the high pressure zone. To implement this change it would be necessary to relocate the pressure sustaining valve to add the valve shown in the plans and to construct a water main across Richland Road to maintain the existing 6-inch water main north of the school drive on the low pressure zone.
- 8. The site plan shows the addition of two valves on the water main on the east side of the existing building to isolate the water main along the access drive from the balance of the low pressure water main. This configuration would result in the 6-inch water main leading from the ground storage reservoir northeast to be isolated and become a dead end main. The valve near the Vo Tech building eliminates the looping within the site on the low pressure system.
- 9. Based on initial review, the writer is not supportive of the configuration shown on the site plan. The writer believes it would be preferable to maintain the water main loop along the east side of the school, including the connection to the ground storage reservoir. To maintain the loop it appears necessary to construct approximately 200 feet of additional water main to extend the fire service line to the east west water main on the access drive. This water main would be separated from the low pressure loop along the east side of the school to provide the high pressure connection while maintaining the low pressure loop along the east side of the school.

10. It is anticipated there will need to be additional discussion concerning the water system and the preferable method of addressing the low pressure high pressure segregation.
11. The site plan appears to show the addition of a water main extending from the north south water main easterly to a service connection and hydrant located near the southwest corner of the new parking lot area.
12. It is requested the site plan include hydrant coverage circles to show with a 300-foot radius to show the building is adequately covered by hydrant locations.
13. The location of hydrants, both new and existing, should be reviewed with the appropriate representatives of the fire department relative to the logistics of firefighting operations.
14. No public sanitary sewer additions appear to be required as part of the project.
15. The site plan shows the construction of sanitary sewer service lines extending from the new building to the existing sewer system on the school site.
16. For the building addition on the east side of the existing building a new service would be constructed to extend northwest around the building addition.
17. For the building addition at the northwest corner of the building a service line would be extended northeasterly to intercept the existing sanitary sewer.
18. The building addition on the north side of the existing building includes a service directly west.
19. No public street improvements are required as part of the project.
20. The site plan shows the location configuration and jointing pattern for the driveway and parking lot addition. Because these improvements are privately owned the City does not provide specific comments relative to the design details.
21. The new site plan includes a dry bottom stormwater pond located between the new driveway around the east and northeast quadrant of the site and the northeast corner of the new parking lot.

22. Portions of the existing site and the disturbed areas impacted by construction are graded to drain to the stormwater pond through a combination of storm sewer pipes and overland flow channels. A review of the site grading would indicate the site drains toward the stormwater pond as indicated in the stormwater drainage report.
23. The site plan includes a Stormwater Pollution Prevention Plan. The Stormwater Pollution Prevention Plan includes the necessary details required for a SWPPP and illustrates the initial location of erosion control devices including silt fence and filter sock or inlet protection.
24. Prior to the start of construction it will be necessary for the school district to indicate it has obtained General Permit No. 2 from the Iowa Department of Natural Resources.
25. While the City will request a copy of General Permit No. 2 the City will not review or comment on the substance of the SWPPP.
26. The City of Van Meter does not have a stormwater permit and does not have required inspections. The City will not be conducting any regularly scheduled inspections of the Stormwater Management Plan Compliance with General Permit No. 2 will rest solely with the school district, its representatives and contractor.
27. The stormwater drainage report indicates the report covers an 8.93 acre area that is already developed or will be disturbed by the new project. The balance of the 37.1 acre site owned by the school district is undeveloped and not affected by the project. This undeveloped area is not included in the stormwater management report.
28. The stormwater management report indicates the existing impervious area of 4.16 acres is reduced to 3.95 acres through a combination of the building addition and additional pavement and sidewalk. The 0.68 acres of current gravel surface considered impervious is eliminated with the expansion plan.
29. The stormwater management plan calculated the runoff from a current development 5 year recurrence interval storm runoff to be 36.03 cfs.
30. The stormwater management plan calculated runoff from a current development a Q₁₀₀ storm event to be 77.61 cfs.
31. The stormwater modeling was undertaken utilizing the SCS method.

32. The rainfall intensity data was determined from the Iowa Statewide Urban Design Standards Manual Chapter 2, Table 3.
33. The compost CN used for the stormwater analysis of the existing development was 86 and the soil grouping was considered C.
34. The time of concentration of the existing site based on its overland flow characteristics was 5.7 minutes.
35. The post development analysis took into consideration the dry bottom stormwater pond.
36. For the post development analysis the CN was increased from 86 to 87. The soil group remained as C.
37. From post development the time of concentration increased to 13.5 minutes due to the routing through the stormwater pond.
38. With the post development condition the runoff from a Q_5 decreases to 20.59 cfs.
39. With the post development condition the runoff from a Q_{100} event decreases to 41.63 cfs.
40. The stormwater pond indicated an effective storage volume of 36,623 cf. The bottom elevation of the pond is 90.5 and the maximum ponding elevation in a Q_{100} event is shown to be 93.04 feet, or a maximum water depth of approximately 2.54 feet.
41. The outlet from the stormwater pond is an 18-inch diameter pipe flowing at 11.36 cfs under a 100 year storm event.
42. The stormwater drainage report indicates the pond will overtop by approximately 0.7 feet under a Q_{100} event.
43. It appears the maximum runoff of 41.63 cfs constitutes a combination of the discharge from the stormwater pond and the overland flow.
44. The discharge from the pond and overland flow will be routed northeasterly to the north flowing swale that continues north to the storm sewer that leads to the drainage channel north of the school site.

45. The discharge from the stormwater management plan under Q_{100} event of 41.03 cfs is slightly greater than the current undeveloped 5 year storm of 36.03 cfs.
46. The most common standard for stormwater management is to require a reduction from the developed Q_{100} condition to the undeveloped Q_5 condition. However, the City of Van Meter has not specifically adopted standards that would require this level of stormwater management.
47. The stormwater management pond reduces the runoff from the site by almost the amount necessary to meet the Q_{100} developed to Q_5 undeveloped criteria. Because the City does not have specific criteria the stormwater management is considered adequate because there appear to be no downstream consequences from a discharge that may be slightly greater than the Q_5 undeveloped.
48. Typically, a stormwater management plan would require the reduction in flow to be accommodated within the stormwater basin. In this instance the design utilizes a reduced outlet capacity from the basin combined with an unmanaged overland flow. Given the discharge to the northeast of the stormwater pond this approach is considered satisfactory, even though it may , deviate from the normal practice of stormwater design.

In summary, a review of the site plan indicated most of the issues have been adequately addressed in the site plan. The major issue that needs to be addressed is the method of providing the high pressure zone water service to the school while still maintaining the integrity of the low pressure zone along the east side of the school.

If you have any questions or comments concerning the project, please contact the writer at 225-8000.

VEENSTRA & KIMM, INC.



H. R. Veenstra Jr.

HRVJr:pjh
600-11

cc: Mindy Bryngelson, Clapsaddle-Garber Associates, Inc.



 COPY

April 7, 2014

Mr. Bob Veenstra
Veenstra & Kimm, Inc.
3000 Westown Parkway
West Des Moines, IA 50266

Dear Mr. Veenstra,

Attached are the current site plans and Drainage Report for the 2014 Van Meter Community School Building Addition and Renovation for your review.

We appreciate your assistance with the water supply concerns for the site. The existing flow and pressure on the "Low Pressure System" are borderline for providing fire protection for the building. The mechanical engineer has determined that the existing system may require us to place a pump in the building in order for the fire sprinkler system to be able to function properly. This concept is difficult for the owner to accept considering that the water tower is so high above the building on the south side of the property.

Please let this letter serve as an official request from the Van Meter Community School District to the City of Van Meter to place the building on the high pressure system. As you and I have discussed, we would like to move the existing pressure reducing valve within the R-16 ROW further north so that the existing 6" water line to the school is within the high pressure zone. We realize that this would require additional valves to reduce pressure on the remaining "Low Pressure System" to either reduce pressure or to isolate the lines. The building project would include a pressure reducing valve on the domestic service and keep the buildings fire service and one hydrant on the high pressure system. The west hydrant would remain on the low pressure system to reduce piping costs.

April 7, 2014
Mr. Bob Veenstra
-Page 2-



The attached plans reflect this proposed system change. Please review and let me know if the city is willing to explore this option further. You may call me at (515) 232-1784 ext. 62 to discuss further. Thank you.

Sincerely,

CLAPSADDLE-GARBER ASSOCIATES, INC.

Mindy M. Bryngelson /KSP

Mindy M. Bryngelson, P.E.
Vice President

MMB/kjp

Enclosures

cc: Jake Anderson, City of Van Meter ✓
Johnny Boyd, ORIS, PLC

LAND SURVEYOR

BISHOP ENGINEERING
3501 104TH STREET
DES MOINES, IOWA 50322
CONTACT: LARRY HYLER
DATE OF SIGNED DOCUMENT:
MARCH 5, 2011

SITE AREA:

1.614, 155 SQAURE FEET
37.05 ACRES

UTILITY COMPANIES

THE FOLLOWING UTILITIES MAY BE PRESENT ON THIS PROJECT.

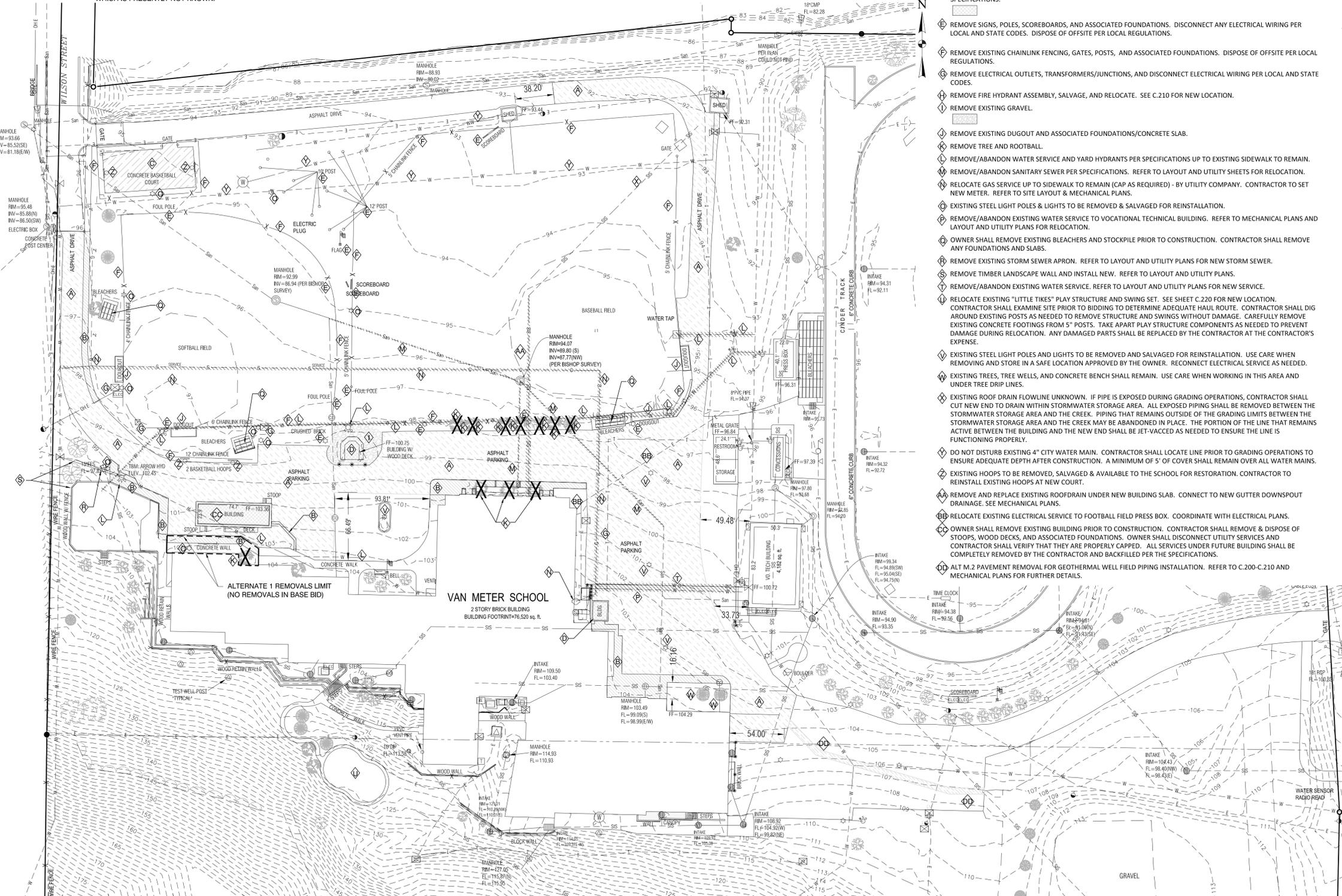
VAN METER (WATER & SEWER)	DAVID HERMAN	515-996-2644
QWEST (TELEPHONE)		1-800-244-1111
MID-AMERICAN ENERGY (ELECTRIC)		1-800-329-6261
MEDIACOM (CABLE TV)		1-800-332-0245

LEGAL DESCRIPTION

LOT 13, A PORTION OF LOTS 9, 10, AND 12, ALL IN THE AUDITOR'S PLAT OF THE NORTHWEST QUARTER NORTHWEST QUARTER SECTION 27 RANGE 27 WEST OF THE 5TH P.M. DALLAS COUNTY, IOWA, AN OFFICIAL PLAT, AND A PORTION OF THE NORTH HALF OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 27, ALL IN VAN METER, DALLAS COUNTY, IOWA, ALL MORE PARTICULARLY, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 27; THENCE S01°09'33"W (ASSUMED FOR THIS DESCRIPTION) ALONG THE WEST LINE OF THE NORTHWEST QUARTER OF SAID SECTION 27, A DISTANCE OF 512.88 FEET TO THE NORTHWEST CORNER OF LOT 13 IN SAID AUDITOR'S PLAT AND TO THE POINT OF BEGINNING; THENCE S89°28'15"E ALONG THE NORTH LINE OF SAID LOT 13, A DISTANCE OF 33.00 FEET TO THE NORTHWEST CORNER OF LOT 9 OF SAID AUDITOR'S PLAT; THENCE S01°09'33"W, A DISTANCE OF 169.68 FEET; THENCE N83°57'25"E, A DISTANCE OF 631.73 FEET TO THE EAST LINE OF LOT 10 OF SAID AUDITOR'S PLAT; THENCE S01°06'57"W ALONG THE EAST LINE OF SAID LOT 10, A DISTANCE OF 14.30 FEET TO THE NORTHWEST CORNER OF LOT 12 IN SAID AUDITOR'S PLAT; THENCE S89°28'19"E ALONG THE NORTH LINE OF SAID LOT 12, A DISTANCE OF 365.80 FEET; THENCE S02°55'05"E, A DISTANCE OF 75.32 FEET; THENCE S31°37'50"E, A DISTANCE OF 201.10 FEET; THENCE S00°56'10"W, A DISTANCE OF 266.00 FEET; THENCE S88°49'00"E, A DISTANCE OF 114.65 FEET TO THE WEST RIGHT OF WAY LINE OF COUNTY ROAD R 16 (OR RICHLAND ROAD) AS IT IS PRESENTLY ESTABLISHED; THENCE S03°12'40"E ALONG SAID WEST RIGHT OF WAY LINE, A DISTANCE OF 246.17 FEET; THENCE S01°14'20" ALONG SAID WEST RIGHT OF WAY LINE, A DISTANCE OF 203.93 FEET; THENCE S02°47'40"E ALONG SAID WEST RIGHT OF WAY LINE, A DISTANCE OF 60.99 FEET; THENCE S00°27'52"W, A DISTANCE OF 63.02 FEET TO THE SOUTH LINE OF THE NORTH HALF OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 27; THENCE N89°19'28"W ALONG SAID SOUTH LINE A DISTANCE OF 968.05 FEET; THENCE N00°38'09"E, A DISTANCE OF 100.00 FEET; THENCE N89°21'51"W, A DISTANCE OF 100.00 FEET; THENCE S00°27'05"W, A DISTANCE OF 100.00 FEET TO SAID SOUTH LINE; THENCE N89°39'48" ALONG SAID SOUTH LINE, A DISTANCE OF 249.27 FEET TO THE WEST LINE OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 27; THENCE N00°43'30"E ALONG SAID WEST LINE, A DISTANCE OF 655.42 FEET TO THE SOUTHWEST CORNER OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 27; THENCE N01°09'33"E ALONG THE WEST LINE OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 27, A DISTANCE OF 805.20 FEET TO THE POINT OF BEGINNING.

IOWA ONE CALL DESIGN REQUEST #51203431:
UNDERGROUND STRUCTURES, FACILITIES, AND UTILITIES HAVE BEEN PLATTED FROM AVAILABLE SURVEYS, RECORDS AND DEEDS. THEREFORE THEIR LOCATIONS MUST BE CONSIDERED APPROXIMATE ONLY. THERE MAY BE OTHERS, THE EXISTENCE OF WHICH IS PRESENTLY NOT KNOWN.



GENERAL NOTES:

- NOTIFY IOWA ONE-CALL 48 HOURS PRIOR TO DIGGING.
- USE CARE TO PRESERVE EXISTING PAVEMENT TO REMAIN. DAMAGE TO EXISTING PAVEMENT NOT SHOWN FOR REMOVAL SHALL BE REPAIRED/REPLACED AT THE CONTRACTOR'S EXPENSE.

DEMOLITION NOTES:

- REMOVE HMA PAVEMENT. SAWCUT CLEAN EDGE WHERE ABUTTING PAVEMENT TO REMAIN.
- PCC SIDEWALK REMOVAL.
- REMOVE BASKETBALL COURT, FOUNDATIONS, TENNIS POSTS, AND ASSOCIATED FENCING. DISPOSE OF OFF SITE PER LOCAL REGULATIONS.
- REMOVE & DISPOSE OF EXISTING BUILDINGS, STOOP, WOOD DECK, AND ASSOCIATED FOUNDATIONS. DISCONNECT ANY UTILITY SERVICES. ALL SERVICES UNDER FUTURE BUILDING SHALL BE COMPLETELY REMOVED AND BACKFILLED PER THE SPECIFICATIONS.
- REMOVE SIGNS, POLES, SCOREBOARDS, AND ASSOCIATED FOUNDATIONS. DISCONNECT ANY ELECTRICAL WIRING PER LOCAL AND STATE CODES. DISPOSE OF OFFSITE PER LOCAL REGULATIONS.
- REMOVE EXISTING CHAINLINK FENCING, GATES, POSTS, AND ASSOCIATED FOUNDATIONS. DISPOSE OF OFFSITE PER LOCAL REGULATIONS.
- REMOVE ELECTRICAL OUTLETS, TRANSFORMERS/JUNCTIONS, AND DISCONNECT ELECTRICAL WIRING PER LOCAL AND STATE CODES.
- REMOVE FIRE HYDRANT ASSEMBLY, SALVAGE, AND RELOCATE. SEE C.210 FOR NEW LOCATION.
- REMOVE EXISTING GRAVEL.
- REMOVE EXISTING DUGOUT AND ASSOCIATED FOUNDATIONS/CONCRETE SLAB.
- REMOVE TREE AND ROOTBALL.
- REMOVE/ABANDON WATER SERVICE AND YARD HYDRANTS PER SPECIFICATIONS UP TO EXISTING SIDEWALK TO REMAIN.
- REMOVE/ABANDON SANITARY SEWER PER SPECIFICATIONS. REFER TO LAYOUT AND UTILITY SHEETS FOR RELOCATION.
- RELOCATE GAS SERVICE UP TO SIDEWALK TO REMAIN (CAP AS REQUIRED) - BY UTILITY COMPANY. CONTRACTOR TO SET NEW METER. REFER TO SITE LAYOUT & MECHANICAL PLANS.
- EXISTING STEEL LIGHT POLES & LIGHTS TO BE REMOVED & SALVAGED FOR REINSTALLATION.
- REMOVE/ABANDON EXISTING WATER SERVICE TO VOCATIONAL TECHNICAL BUILDING. REFER TO MECHANICAL PLANS AND LAYOUT AND UTILITY PLANS FOR RELOCATION.
- OWNER SHALL REMOVE EXISTING BLEACHERS AND STOCKPILE PRIOR TO CONSTRUCTION. CONTRACTOR SHALL REMOVE ANY FOUNDATIONS AND SLABS.
- REMOVE EXISTING STORM SEWER APRON. REFER TO LAYOUT AND UTILITY PLANS FOR NEW SERVICE.
- REMOVE TIMBER LANDSCAPE WALL AND INSTALL NEW. REFER TO LAYOUT AND UTILITY PLANS.
- REMOVE/ABANDON EXISTING WATER SERVICE. REFER TO LAYOUT AND UTILITY PLANS FOR NEW SERVICE.
- RELOCATE EXISTING "LITTLE TIKES" PLAY STRUCTURE AND SWING SET. SEE SHEET C.220 FOR NEW LOCATION. CONTRACTOR SHALL EXAMINE SITE PRIOR TO BIDDING TO DETERMINE ADEQUATE HAUL ROUTE. CONTRACTOR SHALL DIG AROUND EXISTING POSTS AS NEEDED TO REMOVE STRUCTURE AND SWINGS WITHOUT DAMAGE. CAREFULLY REMOVE EXISTING CONCRETE FOOTINGS FROM "S" POSTS. TAKE APART PLAY STRUCTURE COMPONENTS AS NEEDED TO PREVENT DAMAGE DURING RELOCATION. ANY DAMAGED PARTS SHALL BE REPLACED BY THE CONTRACTOR AT THE CONTRACTOR'S EXPENSE.
- EXISTING STEEL LIGHT POLES AND LIGHTS TO BE REMOVED AND SALVAGED FOR REINSTALLATION. USE CARE WHEN REMOVING AND STORE IN A SAFE LOCATION APPROVED BY THE OWNER. RECONNECT ELECTRICAL SERVICE AS NEEDED.
- EXISTING TREES, TREE WELLS, AND CONCRETE BENCH SHALL REMAIN. USE CARE WHEN WORKING IN THIS AREA AND UNDER TREE DRIP LINES.
- EXISTING ROOF DRAIN FLOWLINE UNKNOWN. IF PIPE IS EXPOSED DURING GRADING OPERATIONS, CONTRACTOR SHALL CUT NEW END TO DRAIN WITHIN STORMWATER STORAGE AREA. ALL EXPOSED PIPING SHALL BE REMOVED BETWEEN THE STORMWATER STORAGE AREA AND THE CREEK. PIPING THAT REMAINS OUTSIDE OF THE GRADING LIMITS BETWEEN THE STORMWATER STORAGE AREA AND THE CREEK MAY BE ABANDONED IN PLACE. THE PORTION OF THE LINE THAT REMAINS ACTIVE BETWEEN THE BUILDING AND THE NEW END SHALL BE JET-VACCED AS NEEDED TO ENSURE THE LINE IS FUNCTIONING PROPERLY.
- DO NOT DISTURB EXISTING 4" CITY WATER MAIN. CONTRACTOR SHALL LOCATE LINE PRIOR TO GRADING OPERATIONS TO ENSURE ADEQUATE DEPTH AFTER CONSTRUCTION. A MINIMUM OF 5" OF COVER SHALL REMAIN OVER ALL WATER MAINS.
- EXISTING HOOPS TO BE REMOVED, SALVAGED & AVAILABLE TO THE SCHOOL FOR RESTORATION. CONTRACTOR TO REINSTALL EXISTING HOOPS AT NEW COURT.
- REMOVE AND REPLACE EXISTING ROOF DRAIN UNDER NEW BUILDING SLAB. CONNECT TO NEW GUTTER DOWNSPOUT DRAINAGE. SEE MECHANICAL PLANS.
- RELOCATE EXISTING ELECTRICAL SERVICE TO FOOTBALL FIELD PRESS BOX. COORDINATE WITH ELECTRICAL PLANS.
- OWNER SHALL REMOVE EXISTING BUILDING PRIOR TO CONSTRUCTION. CONTRACTOR SHALL REMOVE & DISPOSE OF STOOPS, WOOD DECKS, AND ASSOCIATED FOUNDATIONS. OWNER SHALL DISCONNECT UTILITY SERVICES AND CONTRACTOR SHALL VERIFY THAT THEY ARE PROPERLY CAPPED. ALL SERVICES UNDER FUTURE BUILDING SHALL BE COMPLETELY REMOVED BY THE CONTRACTOR AND BACKFILLED PER THE SPECIFICATIONS.
- ALT M.2 PAVEMENT REMOVAL FOR GEOTHERMAL WELL FIELD PIPING INSTALLATION. REFER TO C.200-C.210 AND MECHANICAL PLANS FOR FURTHER DETAILS.

LEGEND

EXISTING	PROPOSED	
		EVERGREEN TREE
		DECIDUOUS TREE
		SHRUB (BUSHES)
		EVERGREEN TREE TO BE REMOVED
		DECIDUOUS TREE TO BE REMOVED
		SHRUB TO BE REMOVED
		FENCE
		CONTOUR LINE
		SPOT ELEVATION (REFER TO GRADING PLAN)
		WATER LINE
		WATER VALVE
		WATER STOP
		HYDRANT
		SPRINKLER VALVE
		DRAINAGE SWALE
		TELEPHONE LINE
		TELEPHONE PEDESTAL
		US POSTAL SERVICE MAILBOX
		FIRE DEPARTMENT CONNECTION
		SANITARY SEWER LINE
		STORM SEWER LINE
		STORM INTAKE
		SURFACE INTAKE
		PROPERTY LINE
		BUILDING SETBACK LINE
		BURIED ELECTRICAL LINE
		SITE LIGHT
		ELECTRICAL BOX/TRANSFORMER
		FIRE HYDRANT
		STORM SEWER MANHOLE
		SANITARY SEWER MANHOLE
		FIRE HYDRANT
		SANITARY CLEANOUT
		OVERHEAD ELECTRICAL LINE
		ELECTRIC POLE
		GAS LINE
		GAS VALVE
		GAS METER
		EXISTING BUILDING
		WINDOW WELL
		PROPERTY PIN
		SURVEY CONTROL POINT
		CONSTRUCTION LIMITS
		PROPOSED BUILDING OUTLINE
		SILT FENCE - TO BE REMOVED AT THE END OF CONSTRUCTION



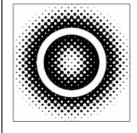
Clapsaddle-Garber Associates, Inc.
1523 S. Bell, Suite 101
Ames, Iowa 50010
Ph 515-232-8553
www.cgaconsultants.com

FACILITIES MASTER PLAN
VAN METER COMMUNITY SCHOOLS
VAN METER, IOWA

ISSUE DATE	ISSUE TITLE
Mar. 21, 2014	
REVISION DATE	REVISION TITLE
XX-XX-XX	PROJECT MILESTONE
JOB NUMBER	1092
SHEET NAME	DEMOLITION PLAN
SHEET NUMBER	C.100

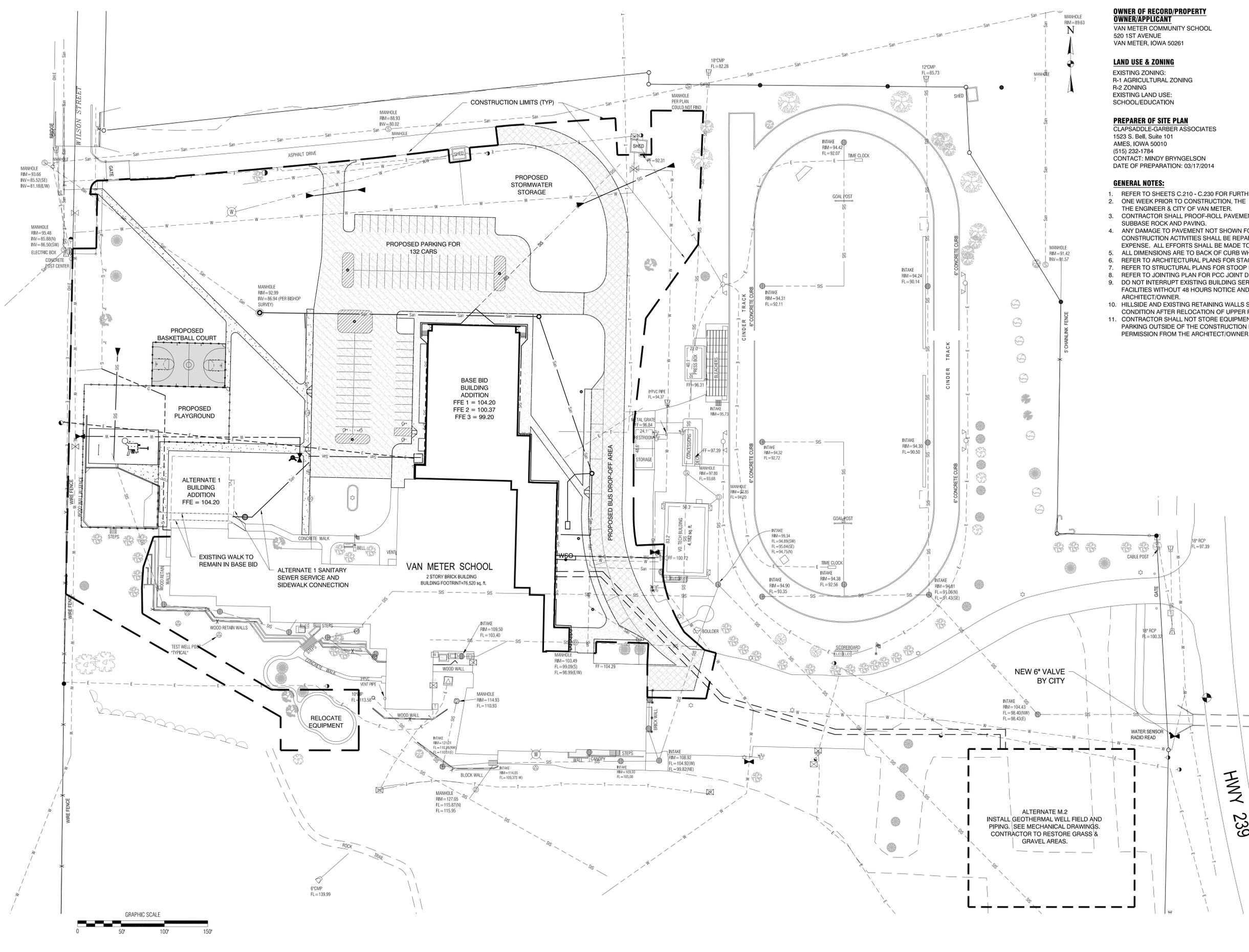
PO Box 760
Waukegan, IA 50083
T (515) 987-1145
F (515) 987-1171

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OWNER OF RECORD/PROPERTY OWNER/APPLICANT
VAN METER COMMUNITY SCHOOL
520 1ST AVENUE
VAN METER, IOWA 50261

LAND USE & ZONING
EXISTING ZONING:
R-1 AGRICULTURAL ZONING
R-2 ZONING
EXISTING LAND USE:
SCHOOL/EDUCATION

PREPARER OF SITE PLAN
CLAPSADDLE-GARBER ASSOCIATES
1523 S. Bell, Suite 101
AMES, IOWA 50010
(515) 232-1784
CONTACT: MINDY BRYNGELSON
DATE OF PREPARATION: 03/17/2014

- GENERAL NOTES:**
- REFER TO SHEETS C.210 - C.230 FOR FURTHER DETAILS.
 - ONE WEEK PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL NOTIFY THE ENGINEER & CITY OF VAN METER.
 - CONTRACTOR SHALL PROOF-ROLL PAVEMENT SUBGRADE PRIOR TO PLACING SUBBASE ROCK AND PAVING.
 - ANY DAMAGE TO PAVEMENT NOT SHOWN FOR REMOVAL DUE TO CONSTRUCTION ACTIVITIES SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE. ALL EFFORTS SHALL BE MADE TO NOT DISTURB EXISTING PAVEMENT.
 - ALL DIMENSIONS ARE TO BACK OF CURB WHERE APPLICABLE.
 - REFER TO ARCHITECTURAL PLANS FOR STAGING DETAILS.
 - REFER TO STRUCTURAL PLANS FOR STOOP DETAILS.
 - REFER TO JOINTING PLAN FOR PCC JOINT DETAILS AND SPACING.
 - DO NOT INTERRUPT EXISTING BUILDING SERVICES WHILE OWNER IS USING FACILITIES WITHOUT 48 HOURS NOTICE AND WRITTEN PERMISSION FROM THE ARCHITECT/OWNER.
 - HILLSIDE AND EXISTING RETAINING WALLS SHALL BE RESTORED TO ORIGINAL CONDITION AFTER RELOCATION OF UPPER PLAYGROUND EQUIPMENT.
 - CONTRACTOR SHALL NOT STORE EQUIPMENT, TRAILERS, OR ALLOW EMPLOYEE PARKING OUTSIDE OF THE CONSTRUCTION LIMITS WITHOUT WRITTEN PERMISSION FROM THE ARCHITECT/OWNER.



Clapsaddle-Garber Associates, Inc.
1523 S. Bell, Suite 101
Ames, Iowa 50010
Ph 515-232-8553
www.cgaconsultants.com

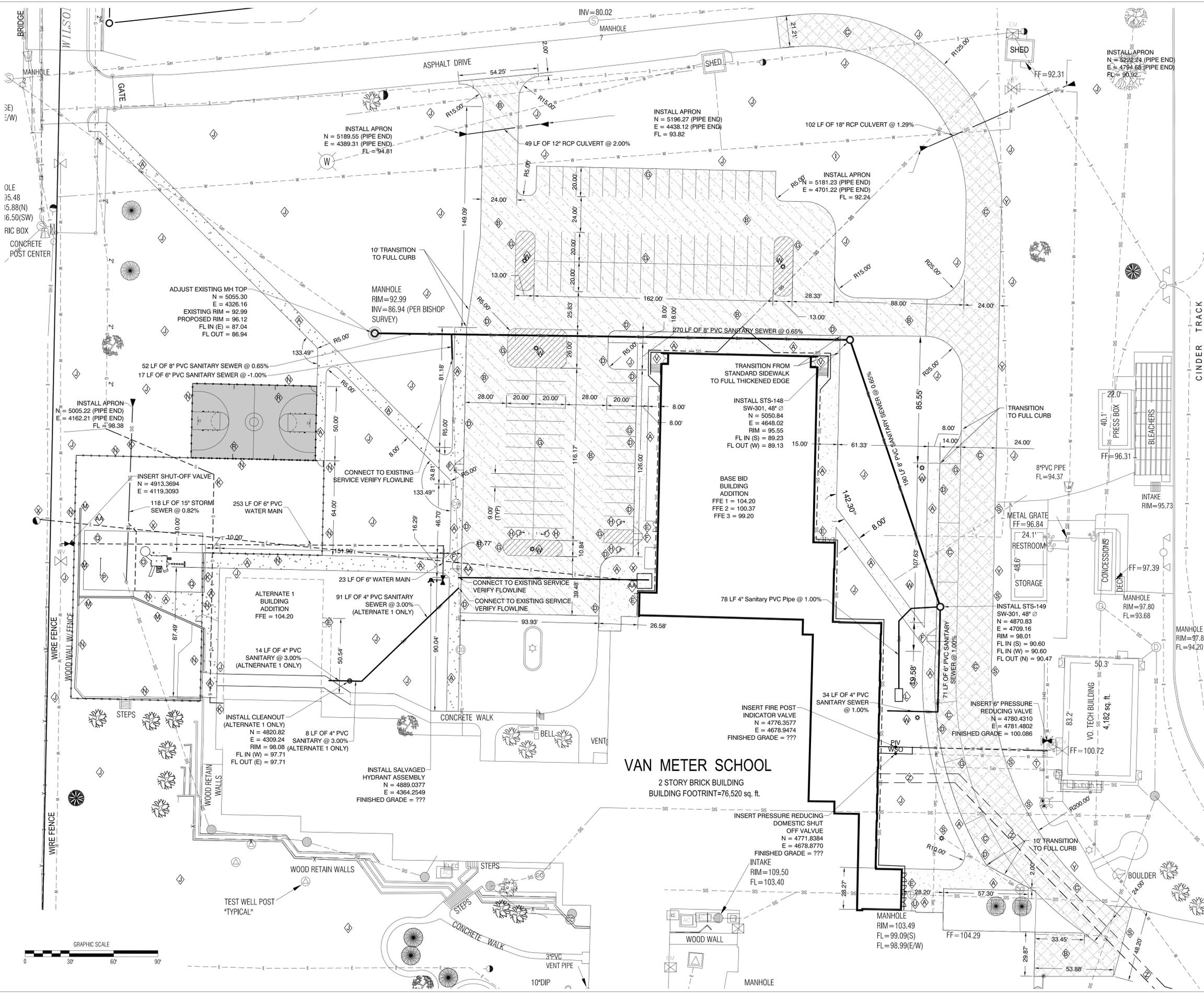
FACILITIES MASTER PLAN
VAN METER COMMUNITY SCHOOLS
VAN METER, IOWA

ISSUE DATE	ISSUE TITLE
Mar. 21, 2014	
REVISION DATE	REVISION TITLE
XX-XX-XX	PROJECT MILESTONE
JOB NUMBER	1092
SHEET NAME	OVERALL LAYOUT AND UTILITY PLAN
SHEET NUMBER	C.200

PO Box 760
Waukegan, IA 50263
T (515) 987-1145
F (515) 987-1171

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PLC
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U:\502\dwg\Shells\502 - C.210-C.220 Layout & Utility.dwg - C210 - 03-30-14 - 1:30pm - NMAZ25



- CONSTRUCTION NOTES**
- INSTALL 4" PCC SIDEWALK ON 4" GRANULAR SUBBASE SEE SHEETS C-500 FOR DETAILS.
 - INSTALL 5" PCC OR 6" HMA PAVEMENT ON 6" GRANULAR SUBBASE. TOP 12" OF SUBGRADE SHALL BE TREATED WITH TYPE C FLY ASH AND COMPACTED TO 95% STANDARD PROCTOR DENSITY (SPD) 2.0' BEYOND EDGE OF PAVEMENT.
 - INSTALL 7" PCC OR HMA PAVEMENT ON 6" GRANULAR SUBBASE. TOP 12" OF SUBGRADE SHALL BE TREATED WITH TYPE C FLY ASH AND COMPACTED TO 95% STANDARD PROCTOR DENSITY (SPD) 2.0' BEYOND EDGE OF PAVEMENT.
 - INSTALL CURB FOR CLASS A SIDEWALK SEE SHEET C-500.
 - INSTALL PCC STOOPS. REFER TO STRUCTURAL SHEETS FOR DETAILS.
 - INSTALL PERPENDICULAR PEDESTRIAN RAMP - SEE SHEET C-500 FOR DETAILS.
 - INSTALL YELLOW PAVEMENT MARKINGS - ALL STRIPING SHALL BE 4 INCHES IN WIDTH.
 - PAINT INTERNATIONAL SYMBOL OF ACCESSIBILITY IN BLUE ON PAVEMENT AND INSTALL SIGN WITH THE SYMBOL ON POLE MOUNTED 5' ABOVE PAVEMENT. THE SIGN SHALL HAVE ADDITIONAL SIGN MOUNTED BELOW SYMBOL STATING VAN ACCESSIBILITY.
 - ABOVE GROUND DRY STORMWATER DETENTION BASIN. REFER TO SHEET C.300 FOR FURTHER DETAILS.
 - INSTALL TYPE 1 LAWNS EED WITH MULCH. SEE SPECIFICATIONS FOR DETAILS.
 - INSTALL NEW GAS SERVICE AND METER (BY UTILITY COMPANY). REFER TO MECHANICAL PLANS FOR FURTHER DETAILS.
 - INSTALL GREASE INTERCEPTOR. REFER TO MECHANICAL PLANS FOR FURTHER DETAILS.
 - INSTALL NEW LANDSCAPE TIMBER RETAINING WALL TO MATCH EXISTING. REMOVE AND REPLACE EXISTING AS NEEDED FOR TRANSITION.
 - INSTALL NEW CHAINLINK FENCE AROUND PLAYGROUNDS AND COURT. REFER TO C.220 FOR FURTHER INFORMATION.
 - RELOCATE EXISTING "LITTLE TIKIE" PLAY STRUCTURE. INSTALL PER MANUFACTURER'S RECOMMENDATIONS. REFER TO C.220 FOR FURTHER DETAILS.
 - RELOCATE EXISTING SWING SET. INSTALL PER MANUFACTURER'S RECOMMENDATIONS. REFER TO C.220 FOR FURTHER DETAILS.
 - INSTALL SOFT-SURFACE PLAYGROUND PER MANUFACTURER'S RECOMMENDATIONS. REFER TO C.220 FOR FURTHER DETAILS.
 - INSTALL BASKETBALL COURT. REFER TO C.220 FOR FURTHER DETAILS.
 - MATCH EXISTING ASPHALT PAVEMENT. ANY CONCRETE ABUTTING ASPHALT SHALL HAVE A CLEAN STRAIGHT/CURVED EDGE. ANY VOIDS LEFT FROM FORMS SHALL BE FILLED WITH ASPHALT.
 - RECONNECT WATER SERVICE TO VOCATIONAL TECH BUILDING AS NEEDED. REFER TO MECHANICAL PLANS FOR FURTHER DETAILS.
 - ADJUST EXISTING STORM MANHOLE TO MATCH NEW SIDEWALK.
 - INSTALL PCC SITE STAIR WITH SAFETY RAIL. REFER TO STRUCTURAL AND ARCHITECTURAL DRAWINGS FOR DETAILS.
 - INSTALL RELOCATED POLE LIGHT. SEE ELECTRICAL DRAWINGS
 - NEW UNDERGROUND ELECTRICAL PRIMARY FROM EXISTING POLE & TRANSFORMER. SEE ELECTRICAL DRAWINGS. COORDINATE WITH LOCAL UTILITY
 - EDGE OF NEW PAVING TO MATCH EXISTING ALONG EAST EDGE
 - ALT M.2: INSTALL GEOTHERMAL WELL FIELD PIPING. REFER TO C.200 FOR FIELD LOCATION AND MECHANICAL PLANS.
 - INSTALL PCC PAD FOR ELECTRICAL TRANSFORMER PER UTILITY COMPANY SPECIFICATIONS. UTILITY SHALL PROVIDE NEW ELECTRICAL SERVICE AND TRANSFORMER.

VAN METER SCHOOL

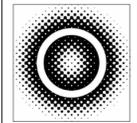
2 STORY BRICK BUILDING
BUILDING FOOTPRINT=76,520 sq. ft.



Clapsaddle-Garber Associates, Inc.
1523 S. Bell, Suite 101
Ames, Iowa 50010
Ph 515-232-8553
www.cgaconsultants.com

**FACILITIES MASTER PLAN
VAN METER
COMMUNITY SCHOOLS**

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ISSUE DATE	ISSUE TITLE
Mar. 21, 2014	
REVISION DATE	REVISION TITLE
XX-XX-XX	PROJECT MILESTONE
JOB NUMBER	1092
SHEET NAME	LAYOUT & UTILITY PLAN
SHEET NUMBER	C.210

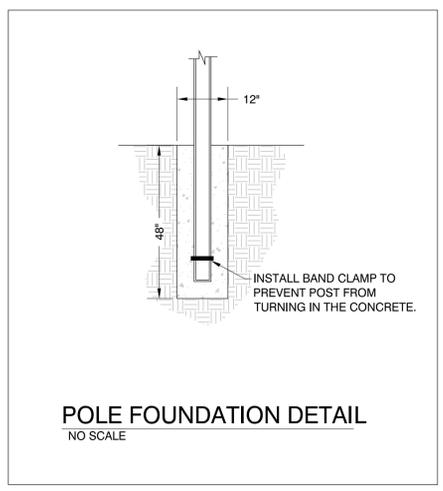
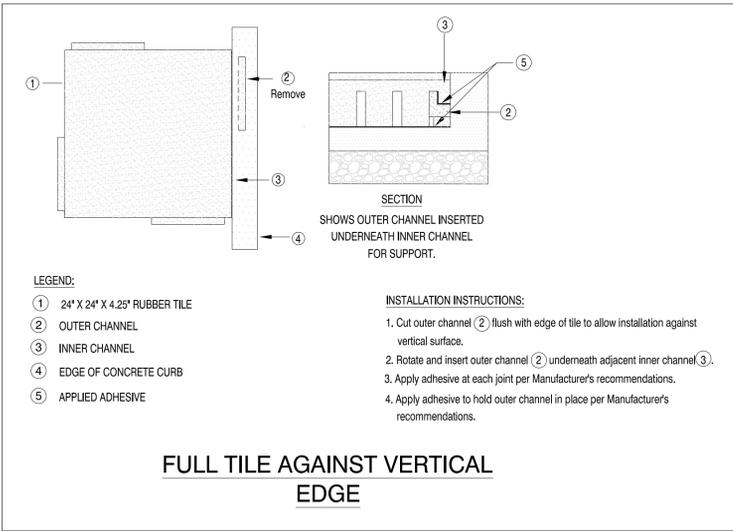
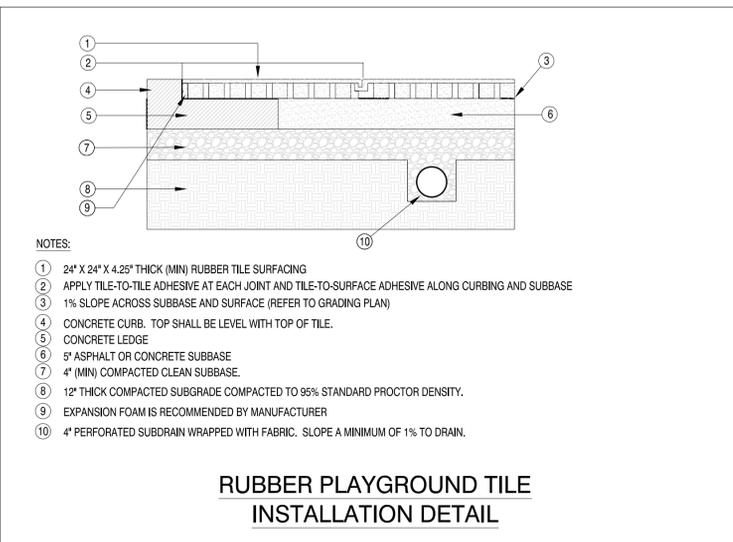
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WIRE FENCE



CONSTRUCTION NOTES

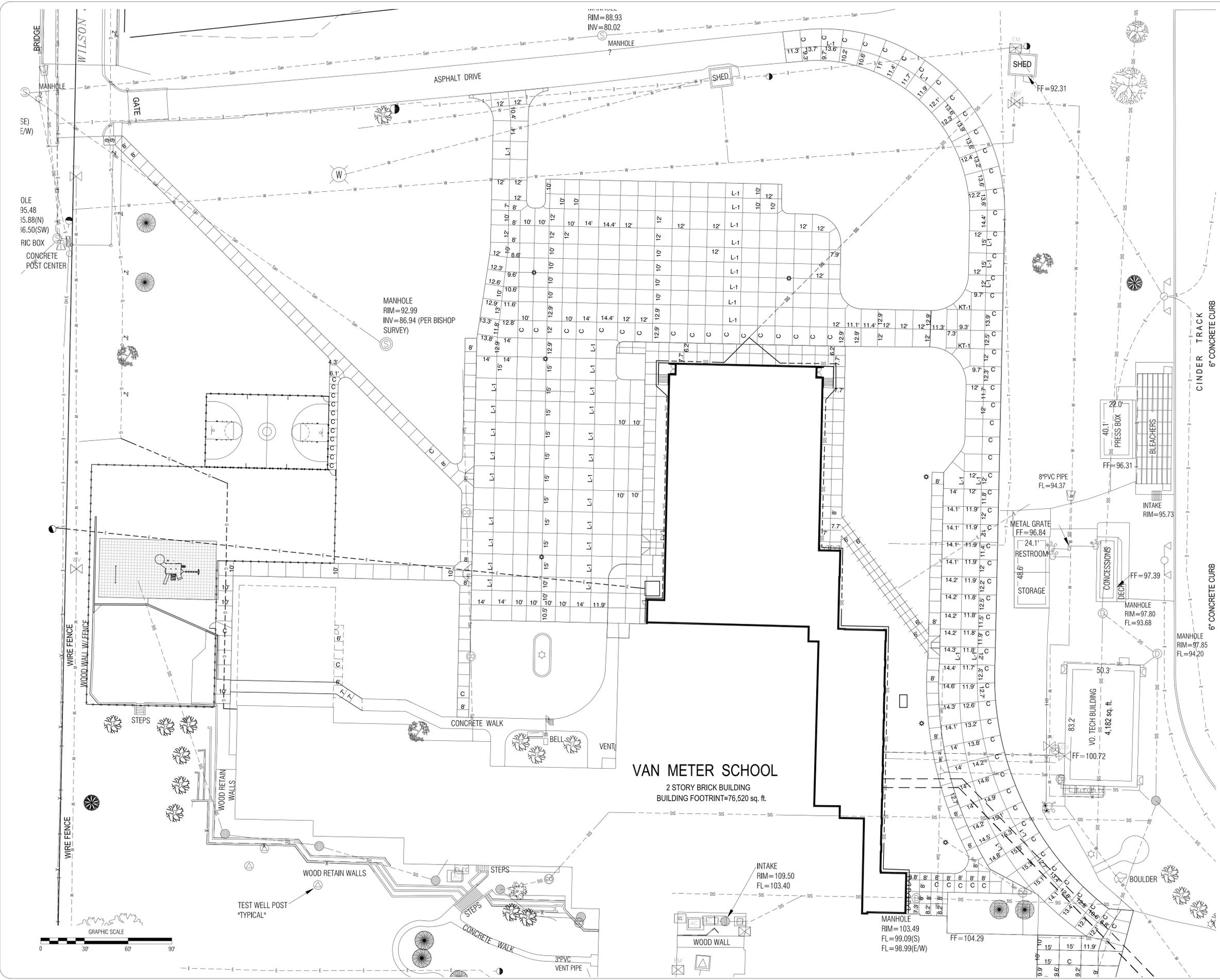
- ◆ INSTALL 4" PCC SIDEWALK ON 4" GRANULAR SUBBASE SEE SHEETS C-500 FOR DETAILS.
- ◆ INSTALL 5" PCC COURT ON 4" GRANULAR SUBBASE. TOP 12" OF SUBGRADE SHALL BE COMPACTED TO 95% STANDARD PROCTOR DENSITY (SPD) 2.0' BEYOND EDGE OF PAVEMENT.
- ◆ INSTALL 6' CHAINLINK FENCE AROUND PLAYGROUNDS. POSTS SHALL BE 10' ON CENTER (MAX). SEE DETAIL ON THIS SHEET.
- ◆ INSTALL 4' WIDE CHAINLINK PEDESTRIAN GATE.
- ◆ INSTALL 10' CHAINLINK FENCE AROUND BASKETBALL COURT. POSTS SHALL BE 10' ON CENTER (MAX). SEE DETAIL ON THIS SHEET.
- ◆ PAINT 2" ACRYLIC LINES IN BASKETBALL COURT. ALL DIMENSIONS TO OUTSIDE OF LINE.
- ◆ REINSTALL SALVAGED BASKETBALL SYSTEMS RESTORED BY OWNER
- ◆ INSTALL LANDSCAPE TIMBER RETAINING WALL. MATCH INTO EXISTING.
- ◆ RELOCATE EXISTING "LITTLE TIKES" PLAY STRUCTURE AND COMPONENTS PER MANUFACTURER'S RECOMMENDATIONS. RE-ASSEMBLE COMPONENTS AS NEEDED AND REPLACE ANY PARTS DAMAGED DURING MOVE (AT NO EXTRA COST TO THE OWNER).
- ◆ RELOCATE EXISTING SWING SET PER MANUFACTURER'S RECOMMENDATIONS. RE-ASSEMBLE COMPONENTS AS NEEDED AND REPLACE ANY PARTS DAMAGED DURING MOVE (AT NO EXTRA COST TO THE OWNER).
- ◆ INSTALL PCC BASE, CURB, AND RUBBER TILE UNDER RELOCATED PLAYGROUND EQUIPMENT. REFER TO DETAILS ON THIS SHEET.
- ◆ INSTALL WOOD MULCH CHIPS IN REMAINDER OF PLAYGROUND AREA. CHIPS SHALL BE 12" THICK.
- ◆ INSTALL 4" PVC PERFORATED SUBDRAIN WITH FABRIC SLEEVE IN SUBDRAIN TRENCH. TRENCH SHALL BE A MINIMUM 8" X 8" AND SHALL SLOPE AT A MINIMUM 1% TO DRAIN INTO TOP OF STORM SEWER PIPE.



Clapsaddle-Garber Associates, Inc.
1523 S. Bell, Suite 101
Ames, Iowa 50010
Ph 515-232-8553
www.cgaconsultants.com

FACILITIES MASTER PLAN
VAN METER
 COMMUNITY SCHOOLS
 VAN METER, IOWA

ISSUE DATE	ISSUE TITLE
Mar. 21, 2014	
REVISION DATE	REVISION TITLE
XX-XX-XX	PROJECT MILESTONE
JOB NUMBER	1092
SHEET NAME	LAYOUT & UTILITY PLAN
SHEET NUMBER	C.220



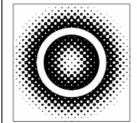
- GENERAL NOTES:**
1. PCC JOINT INTERSECTIONS SHALL FORM A MINIMUM OF A 70 DEGREE ANGLE AND BE AS SQUARE (90-DEGREE) AS POSSIBLE. JOINTS SHALL NOT BE LESS THAN 2- FEET IN LENGTH. MINIMUM SAW CUT DEPTHS SHALL BE 2" FOR CONVENTIONAL SAW AND 1 1/4" FOR EARLY "GREEN" SAW.
 2. TYPE "C" JOINTS ON ALL SIDEWALKS. SIDEWALK JOINTS ARE NOT REQUIRED TO BE SEALED.

FACILITIES MASTER PLAN
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 COMMUNITY SCHOOLS

ISSUE DATE	ISSUE TITLE
Mar. 21, 2014	
REVISION DATE	REVISION TITLE
XX-XX-XX	PROJECT MILESTONE
JOB NUMBER	1092
SHEET NAME	Joining Plan
SHEET NUMBER	C.230

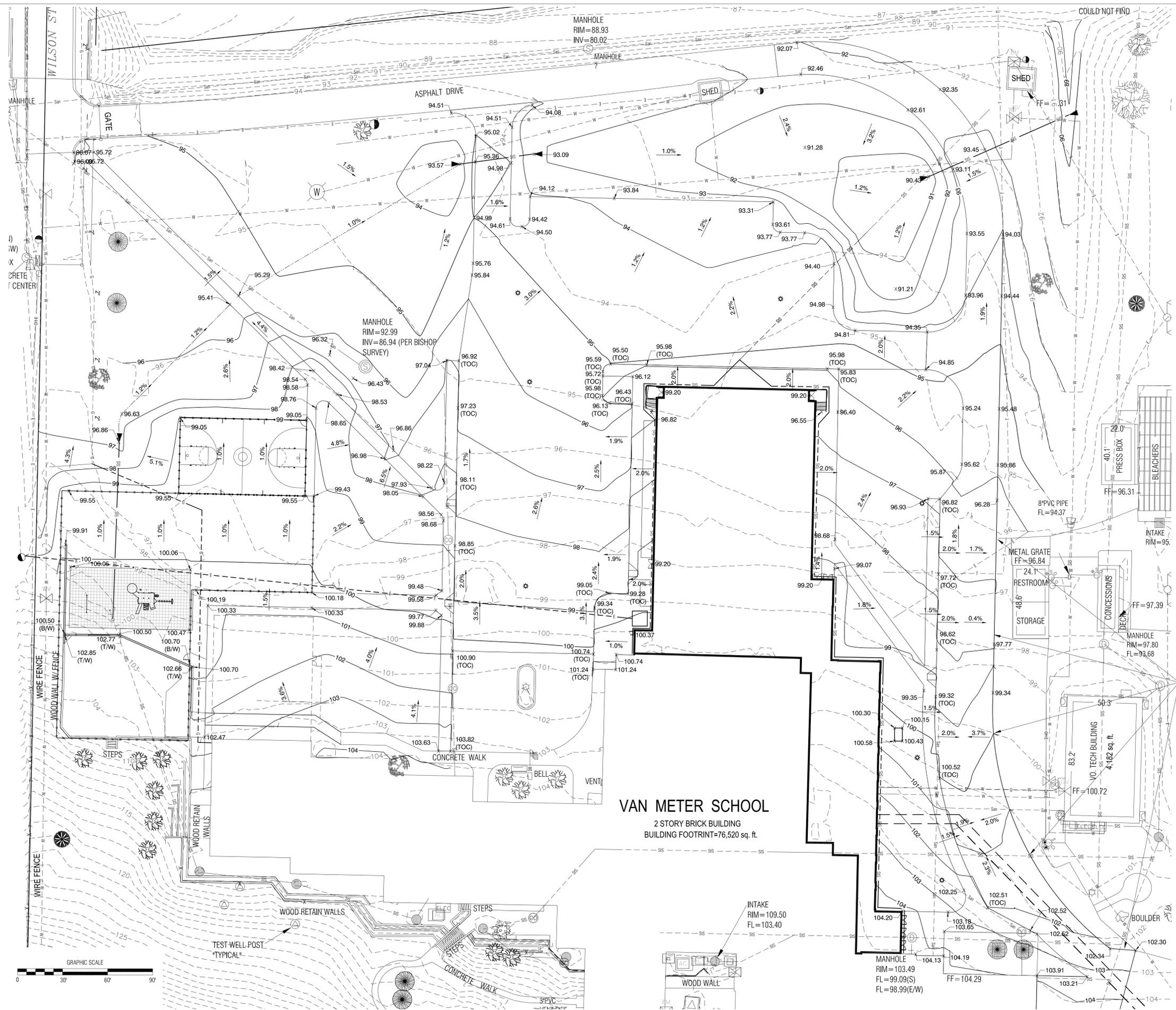
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 Ph 515-232-8553
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J:\502\dwg\Shelvis\5502 - C.230 - Joining.dwg - C.230 - 03-30-14 - 12:51pm - MMJ225

J:\5502.dwg\Shelvis5502 - C.300 Grading.dwg - C.300 - 03-30-14 - 12:57pm - MMAL225



MATCH EXISTING EDGE OF ASPHALT PAVEMENT. ANY CONCRETE EDGE ABUTTING EXISTING ASPHALT PAVEMENT SHALL BE A CLEAN STRAIGHT EDGE. FILL ANY GAPS LEFT FROM CONCRETE FORMS WITH ASPHALT.

LEGEND

- TOC TOP OF CURB
- T/W GRADE AT TOP OF WALL
- B/W GRADE AT BOTTOM OF WALL
- 2.0% PROPOSED SLOPE
- PROPOSED DRAINAGE PATTERN

VAN METER SCHOOL
 2 STORY BRICK BUILDING
 BUILDING FOOTPRINT=76,520 sq. ft.



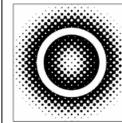
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FACILITIES MASTER PLAN
VAN METER COMMUNITY SCHOOLS
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ISSUE DATE	ISSUE TITLE
Mar. 21, 2014	
REVISION DATE	REVISION TITLE
XX-XX-XX	PROJECT MILESTONE

JOB NUMBER 1092
 SHEET NAME Base Bid Grading Plan

SHEET NUMBER **C.300**



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 Waukegan, IA 50283
 T (515) 987-1145
 F (515) 987-1171

**DALLAS COUNTY
POLLUTION PREVENTION PLAN**

ALL CONTRACTORS/SUBCONTRACTORS SHALL CONDUCT THEIR OPERATIONS IN A MANNER THAT MINIMIZES EROSION AND PREVENTS SEDIMENTS FROM LEAVING THE PROJECT SITE. THE PRIME CONTRACTOR WILL BE RESPONSIBLE FOR COMPLIANCE & IMPLEMENTATION OF POLLUTION PREVENTION PLAN (PPP) FOR THIS ENTIRE PROJECT (CONSISTING OF MULTIPLE BID PACKAGES). PRIME CONTRACTOR SHALL CONTACT PPP CONTRACTOR & COORDINATE CLEANOUT / REPAIR OF ANY EROSION CONTROL. THIS RESPONSIBILITY SHALL BE FURTHER SHARED WITH THE PRIME CONTRACTOR & SUBCONTRACTORS WHOSE WORK IS A SOURCE OF POTENTIAL POLLUTION AS DEFINED IN THIS PPP FOR ALL BID PACKAGES.

1. SITE DESCRIPTION

THIS POLLUTION PREVENTION PLAN (PPP) IS FOR THE BUILDING ADDITIONS AND SITE IMPROVEMENTS FOR THE PROPOSED NEW ATHLETIC FACILITIES INCLUDING, GRADING, PAVING, UTILITIES, AND BUILDING ADDITION.

THIS PPP COVERS APPROXIMATELY 37.05 ACRES WITH AN ESTIMATED 6.90 ACRES BEING DISTURBED.

THE PPP IS LOCATED IN AN AREA OF CLARION-NICOLLET-WEBSTER SOIL ASSOCIATION. THE ESTIMATED AVERAGE RUNOFF CURVE NUMBER FOR THIS PPP AFTER COMPLETION WILL BE 74.

REFER TO THIS SHEET, AND THE GRADING SHEET FOR LOCATIONS OF TYPICAL SLOPES, DITCH GRADES, AND MAJOR STRUCTURAL AND NONSTRUCTURAL CONTROLS. A COPY OF THIS PLAN WILL BE ON FILE AT THE PROJECT ENGINEER'S OFFICE. RUNOFF FROM THIS WORK WILL FLOW INTO THE CITY STORM SEWER SYSTEM, THROUGH AN OPEN CHANNEL EAST OF THE SITE AND TO THE RACCOON RIVER.

POTENTIAL SOURCES OF POLLUTION

SITE SOURCES OF POLLUTION GENERATED AS A RESULT OF THIS WORK RELATE TO SILTS AND SEDIMENT WHICH MAY BE TRANSPORTED AS A RESULT OF A STORM EVENT. HOWEVER, THIS PPP PROVIDES CONVEYANCE FOR OTHER NON-PROJECT RUNOFF THAT IS BEYOND THE CONTROL OF THIS PPP. POTENTIALLY THIS RUNOFF CAN CONTAIN VARIOUS POLLUTANTS RELATED TO SITE-SPECIFIC LAND USES. EXAMPLES ARE:

COMMERCIAL AND INDUSTRIAL ACTIVITIES - RUNOFF FROM COMMERCIAL, INDUSTRIAL, AND COMMERCE LAND USE MAY CONTAIN CONSTITUENTS ASSOCIATED WITH THE SPECIFIC OPERATION. SUCH OPERATIONS ARE SUBJECT TO POTENTIAL LEAKS AND SPILLS WHICH COULD BE COMINGLED WITH RUNOFF FROM THE FACILITY. POLLUTANTS ASSOCIATED WITH COMMERCIAL AND INDUSTRIAL ACTIVITIES ARE NOT READILY AVAILABLE SINCE THEY ARE TYPICALLY PROPRIETARY.

2. CONTROLS

PRIOR TO BEGINNING GRADING, EXCAVATION, OR CLEARING AND GRUBBING OPERATIONS, SILT FENCE SHALL BE PLACED ALONG THE PERIMETER OF THE AREAS TO BE DISTURBED AT LOCATIONS WHERE RUNOFF CAN MOVE OFFSITE. VEGETATION IN AREAS NOT NEEDED FOR CONSTRUCTION SHALL BE PRESERVED. AS AREAS REACH THEIR FINAL GRADE, ADDITIONAL SILT FENCES, SILT BASINS, COMPOST FILLED SOCKS, INTERCEPTING DITCHES, SOD FLUMES, LETDOWNS, BRIDGE EDGE DRAINS, AND EARTH DIKES SHALL BE INSTALLED AS SPECIFIED IN THE PLANS AND/OR AS REQUIRED BY THE PROJECT ENGINEER. THIS WILL INCLUDE USING SILT FENCE OR EQUIVALENT AS DITCH CHECKS AND TO PROTECT INTAKES. TEMPORARY STABILIZING MULCH SHALL BE COMPLETED AS THE DISTURBED AREAS ARE CONSTRUCTED. IF CONSTRUCTION ACTIVITY IS NOT PLANNED TO OCCUR IN A DISTURBED AREA FOR AT LEAST 21 DAYS, THE AREA SHALL BE STABILIZED BY TEMPORARY MULCHING WITHIN 14 DAYS. OTHER STABILIZING METHODS SHALL BE USED OUTSIDE THE SEEDING PERIOD.

THIS WORK SHALL BE DONE IN ACCORDANCE WITH THE SPECIFICATIONS.

AS THE WORK PROGRESSES, ADDITIONAL EROSION CONTROL ITEMS SUCH AS STRAW BALE BARRIER, SEDIMENT TRAPS, AND OTHER APPROPRIATE MEASURES SHALL BE INSTALLED BY THE PRIME OR SUBCONTRACTOR AS DETERMINED BY THE ENGINEER AFTER FIELD INVESTIGATION. THE CONSTRUCTION WILL BE COMPLETED WITH THE ESTABLISHMENT OF PERMANENT PERENNIAL VEGETATION OF ALL DISTURBED AREAS.

3. OTHER CONTROLS

CONTRACTOR DISPOSAL OF UNUSED CONSTRUCTION MATERIALS AND CONSTRUCTION MATERIAL WASTES SHALL COMPLY WITH APPLICABLE STATE AND LOCAL WASTE DISPOSAL, SANITARY SEWER, OR SEPTIC SYSTEM REGULATIONS. IN THE EVENT OF A CONFLICT WITH OTHER GOVERNMENTAL LAWS, RULES AND REGULATIONS, THE MORE RESTRICTIVE LAWS, RULES OR REGULATIONS SHALL APPLY.

APPROVED STATE OR LOCAL PLANS

DURING THE COURSE OF THIS CONSTRUCTION, IT IS POSSIBLE THAT SITUATIONS WILL ARISE WHERE UNKNOWN MATERIALS WILL BE ENCOUNTERED. WHEN SUCH SITUATIONS ARE ENCOUNTERED, THEY WILL BE HANDLED ACCORDING TO ALL FEDERAL, STATE AND LOCAL REGULATIONS IN EFFECT AT THE TIME.

4. MAINTENANCE

THE PRIME CONTRACTOR IS REQUIRED TO MAINTAIN ALL TEMPORARY EROSION CONTROL MEASURES IN PROPER WORKING ORDER, INCLUDING CLEARING, REPAIRING, OR REPLACING THEM THROUGHOUT THE CONTRACT PERIOD. CLEANING OF SILT CONTROL DEVICES SHALL BEGIN WHEN THE FEATURES HAVE LOST 50% OF THEIR CAPACITY.

5. INSPECTIONS

INSPECTIONS SHALL BE MADE JOINTLY BY THE CONTRACTOR AND THE CONTRACTING AUTHORITY EVERY SEVEN CALENDAR DAYS AND AFTER EACH STORM EVENT THAT IS 1/2" OR GREATER. THE SWPPP CONTRACTOR SHALL IMMEDIATELY BEGIN CORRECTIVE ACTION ON ALL DEFICIENCIES FOUND. THE FINDINGS OF THIS INSPECTION SHALL BE RECORDED IN THE PROJECT DIARY. THIS SWPPP MAY BE REVISED BASED ON THE FINDINGS OF THE INSPECTION. THE CONTRACTOR SHALL IMPLEMENT ALL REVISIONS. ALL CORRECTIVE ACTIONS SHALL BE COMPLETED WITHIN 3 CALENDAR DAYS OF THE INSPECTION.

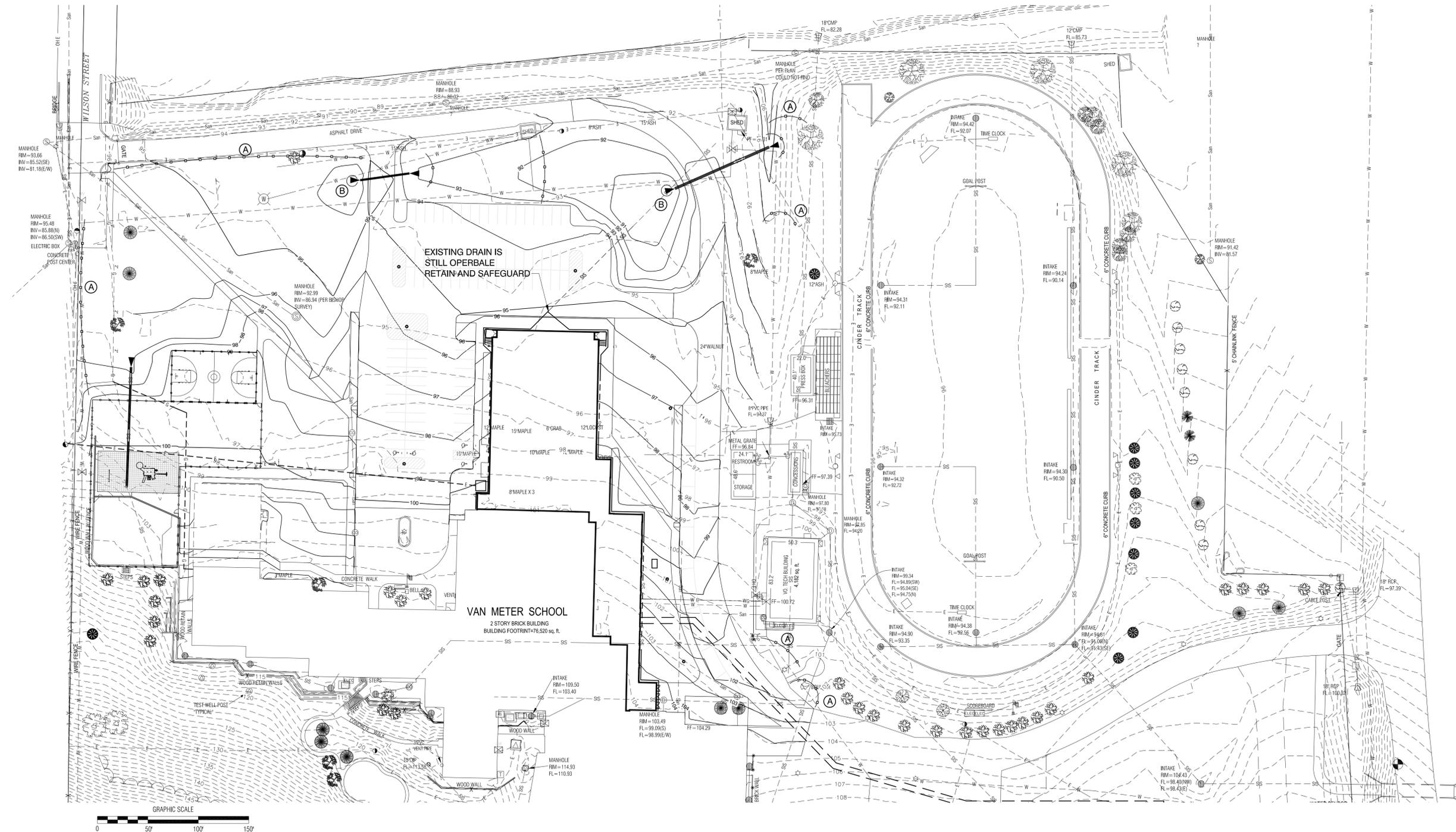
6. NON-STORM DISCHARGES

THIS INCLUDES SUBSURFACE DRAINS (I.E. LONGITUDINAL AND STANDARD SUBDRAINS), SLOPE DRAINS AND BRIDGE END DRAINS. THE VELOCITY OF THE DISCHARGE FROM THESE FEATURES MAY BE CONTROLLED BY THE USE OF PATIO BLOCKS, CLASS A STONE OR EROSION STONE.

NOTE:

THE POLLUTION PREVENTION PLAN ON THIS SHEET IS NOT THE COMPLETE STORMWATER POLLUTION PREVENTION PLAN (SWPPP), BUT RATHER A PART OF THE SWPPP THAT IS TO BE UPDATED REGULARLY BY THE CONTRACTOR. IT IS THE PRIME CONTRACTOR'S RESPONSIBILITY TO DEVELOP AND UPDATE THE SWPPP AS NEEDED AS WELL AS CONDUCT ANY NECESSARY INSPECTIONS IN ACCORDANCE WITH IOWA DNR AND CITY OF VAN METER GUIDELINES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR IDENTIFYING ANY DEFICIENCIES, CORRECTING THOSE DEFICIENCIES IMMEDIATELY, AND DOCUMENTING SUCH WITHIN THE SWPPP. THE COST FOR THIS WORK SHALL BE INCLUDED IN THE CONTRACTOR'S BASE BID. ALL EROSION CONTROL ITEMS SHALL BE REMOVED AT THE END OF THE PROJECT.

- (A) INSTALL SILT FENCE - TO BE REMOVED AT END OF PROJECT (BY OTHERS)
- (B) INSTALL FILTER SOCK OR DROP-IN INLET PROTECTION - TO BE REMOVED AT END OF PROJECT



Clapsaddle-Garber Associates, Inc.
1523 S. Bell, Suite 101
Ames, Iowa 50010
Ph 515-232-8553
www.cgaconsultants.com

FACILITIES MASTER PLAN
**VAN METER
COMMUNITY SCHOOLS**

VAN METER, IOWA

ISSUE DATE: Mar. 21, 2014

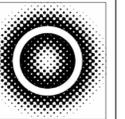
REVISION DATE: XX-XX-XX

JOB NUMBER: 1092

SHEET NAME: POLLUTION PREVENTION PLAN

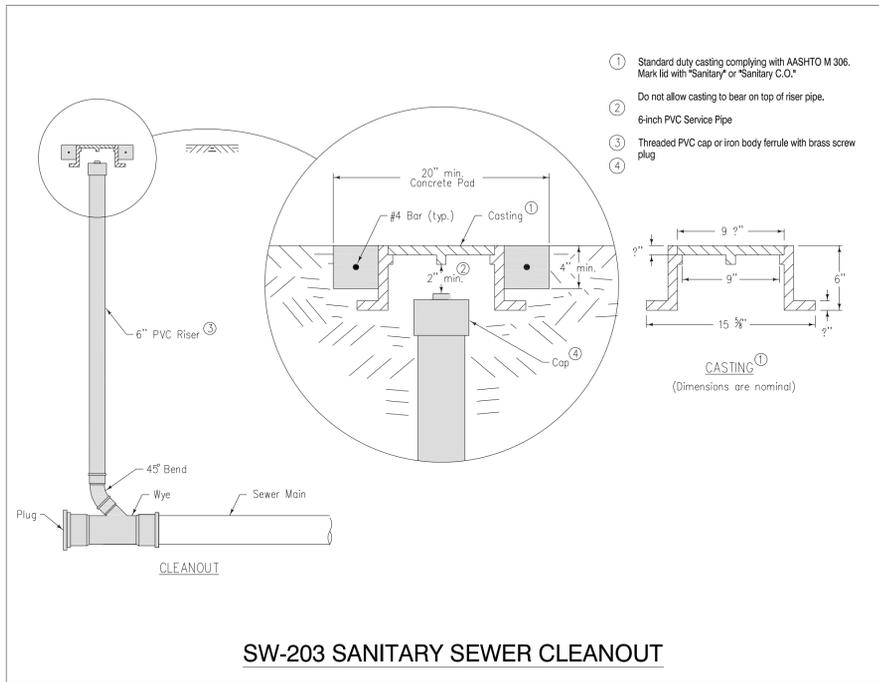
SHEET NUMBER: C.400

C.400

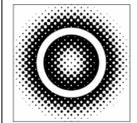
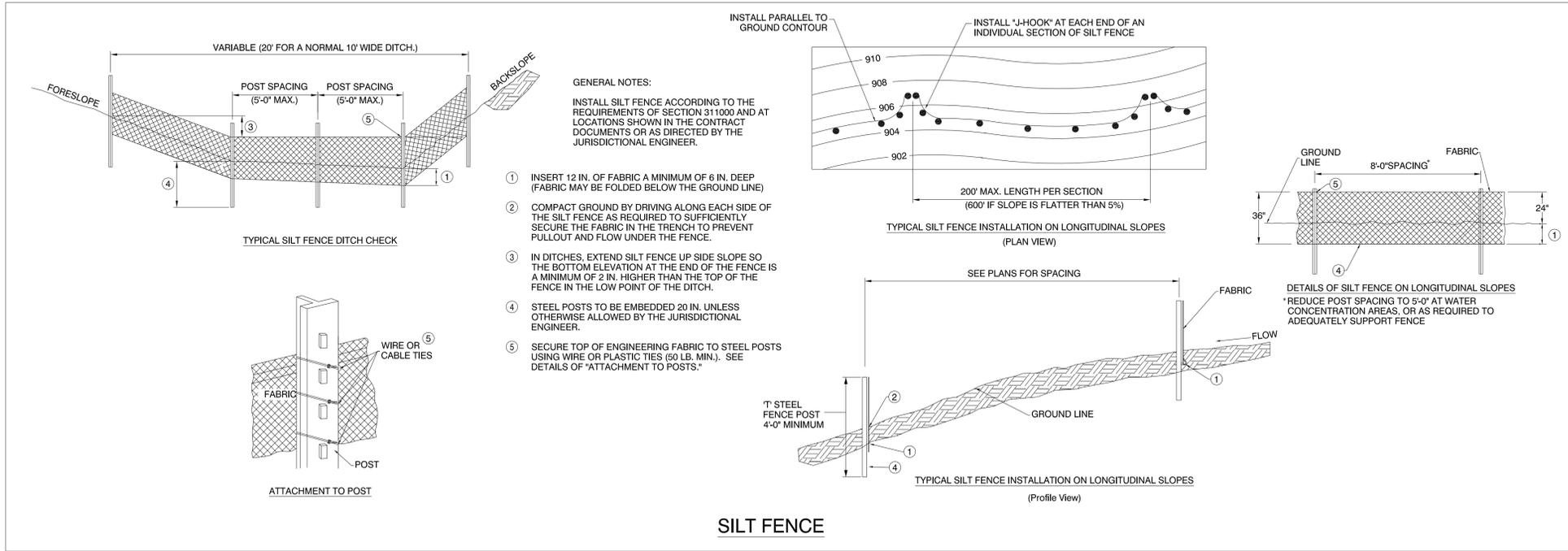
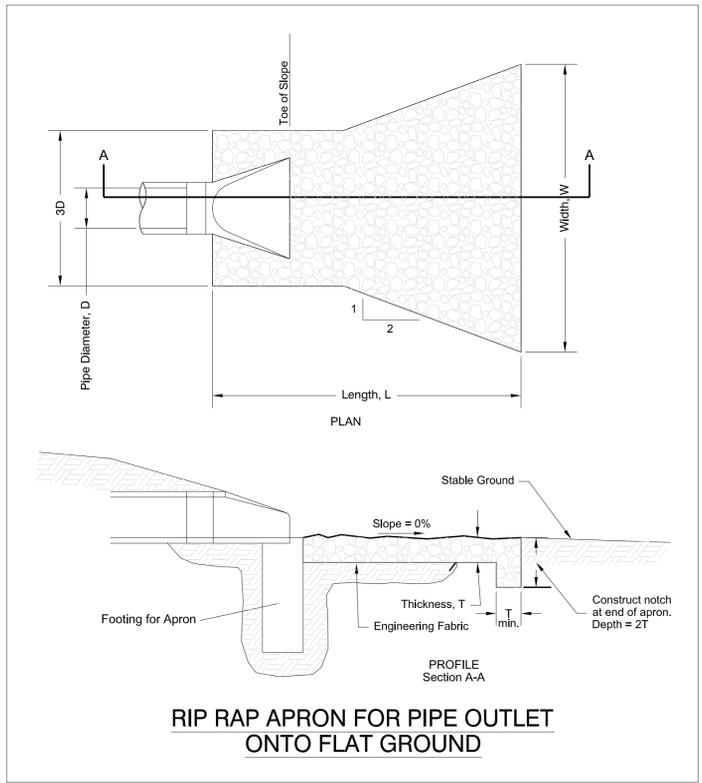
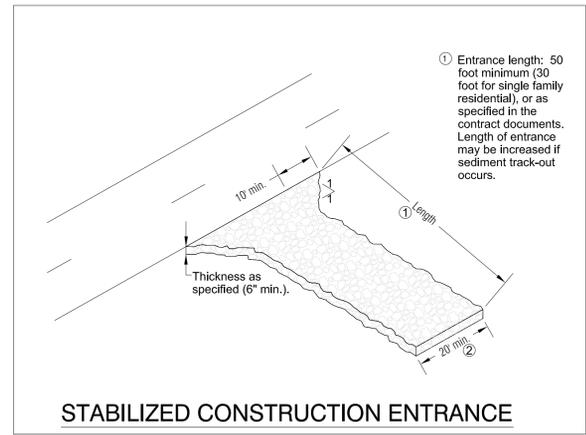
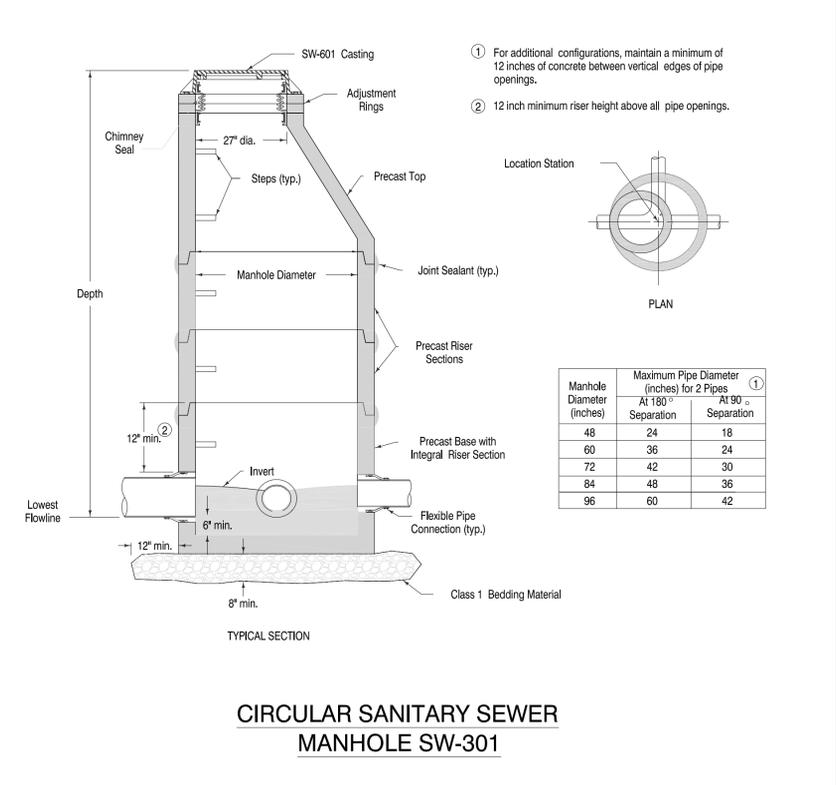
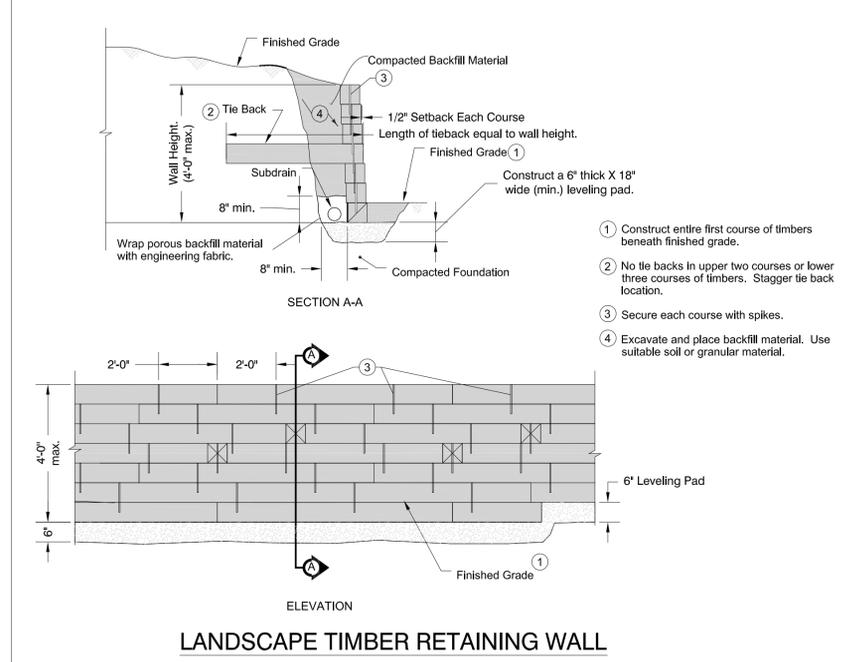


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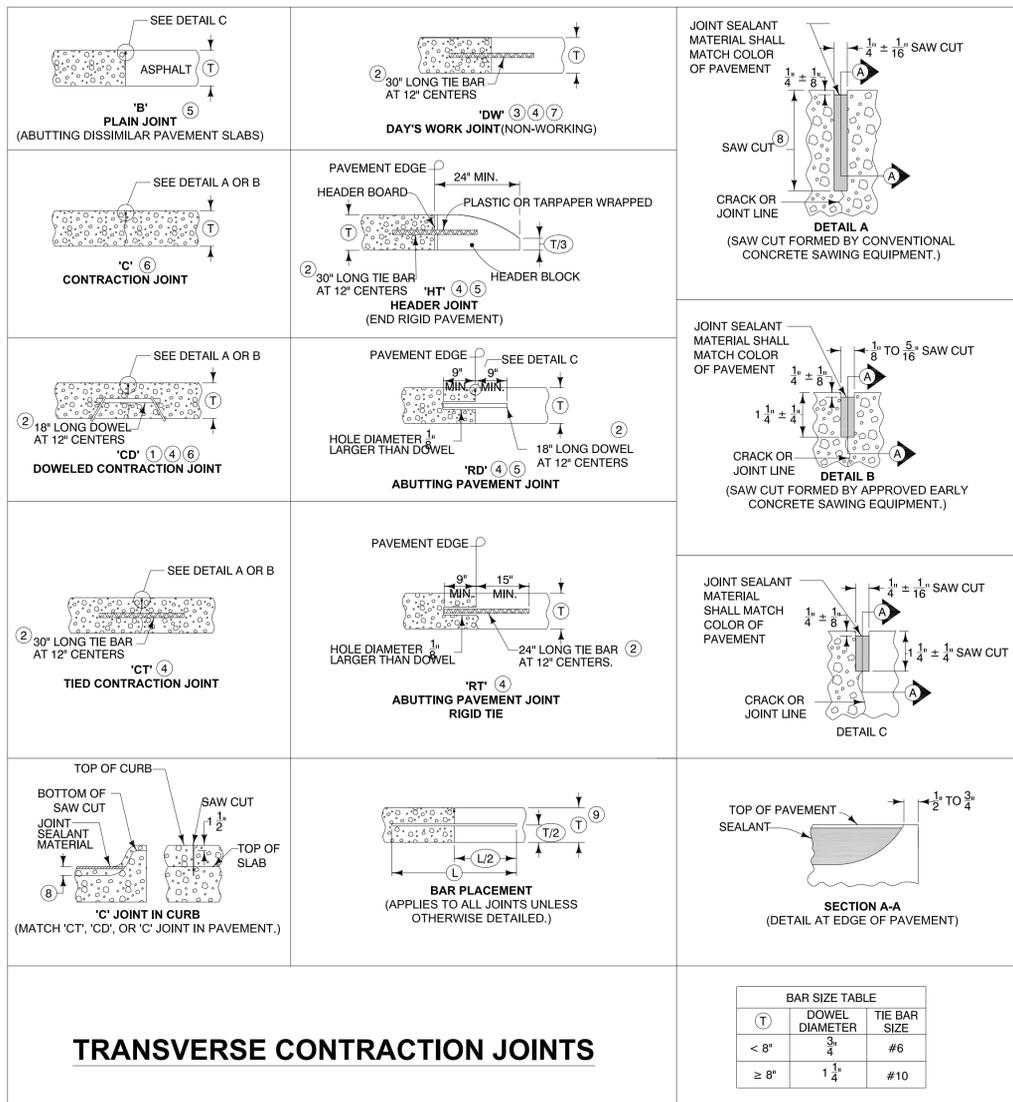
SW-203 SANITARY SEWER CLEANOUT



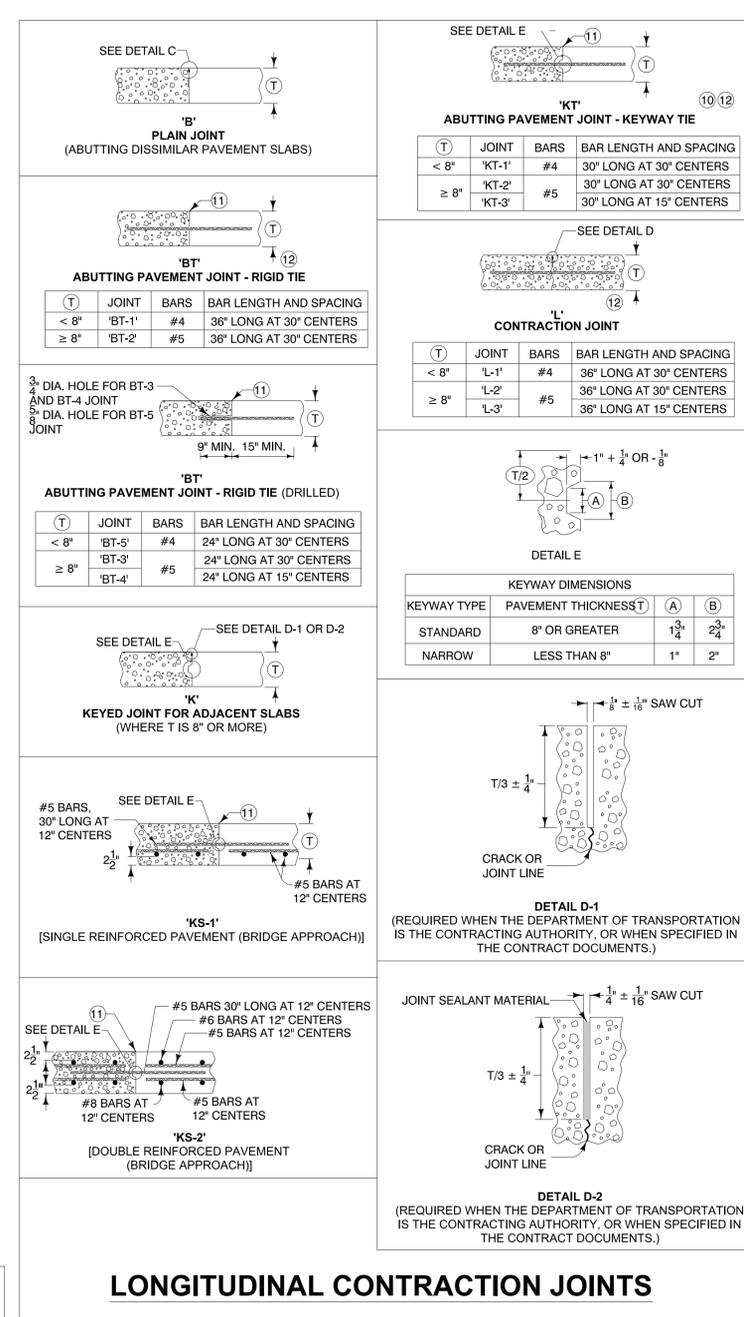
NOTES:

- PAVEMENT JOINT TYPES ARE DEPENDENT UPON POUR SEQUENCE.
- JOINTS SHALL BE A MINIMUM OF 2' IN LENGTH AND HAVE AN ANGLE OF 70° OR MORE.
- MAXIMUM JOINT SPACING IS AS FOLLOWS:
TRANSVERSE = 15'
LONGITUDINAL = 12.5'

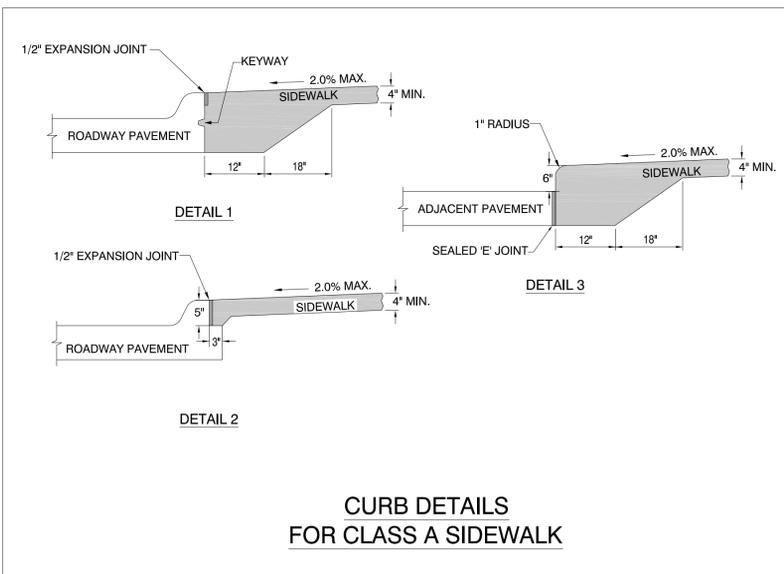
- SEE DOWEL ASSEMBLIES FOR FABRICATION DETAILS.
- SEE BAR SIZE TABLE.
- LOCATE 'DW' JOINT AT A MID-PANEL LOCATION BETWEEN FUTURE 'C' OR 'CD' JOINTS. PLACE NO CLOSER THAN 5 FEET TO A 'C' OR 'CD' JOINT.
- PLACE BARS WITHIN THE LIMITS SHOWN UNDER DOWEL ASSEMBLIES.
- EDGE WITH 1/4 INCH TOOL FOR LENGTH OF JOINT INDICATED IF FORMED; EDGING NOT REQUIRED WHEN CUT WITH DIAMOND BLADE SAW. REMOVE HEADER BLOCK AND BOARD WHEN SECOND SLAB IS PLACED.
- UNLESS OTHERWISE SPECIFIED, USE 'CD' TRANSVERSE CONTRACTION JOINTS IN MAINLINE PAVEMENT WHEN (T) IS GREATER OR EQUAL TO 8 INCHES. USE 'C' JOINTS WHEN (T) IS LESS THAN 8 INCHES.
- 'RT' JOINT MAY BE USED IN LIEU OF 'DW' JOINT AT THE END OF THE DAYS WORK. REMOVE ANY PAVEMENT DAMAGED DUE TO THE DRILLING AT NO ADDITIONAL COST TO THE CONTRACTING AUTHORITY.
- SAW 'CD' JOINT TO A DEPTH OF T/3 ± 1/4"; SAW 'C' JOINT TO A DEPTH OF T/4 ± 1/4".
- WHEN TYING INTO OLD PAVEMENT, T REPRESENTS THE DEPTH OF SOUND PCC.
- BAR SUPPORTS MAY BE NECESSARY FOR FIXED FORM PAVING TO ENSURE THE BAR REMAINS IN A HORIZONTAL POSITION IN THE PLASTIC CONCRETE.
- SAWING OR SEALING OF JOINT NOT REQUIRED.
- THE FOLLOWING JOINTS ARE INTERCHANGEABLE, SUBJECT TO THE POURING SEQUENCE:
'BT-1', 'L-1', AND 'KT-1'
'KT-2' AND 'L-2'
'KT-3' AND 'L-3'
- SEALANT OR CLEANING NOT REQUIRED.
- EDGE WITH 1/4 INCH TOOL FOR LENGTH OF JOINT INDICATED IF FORMED; EDGING NOT REQUIRED WHEN CUT WITH DIAMOND BLADE SAW.
- SEE DOWEL ASSEMBLIES FOR FABRICATION DETAILS AND PLACEMENT LIMITS. COAT THE FREE END OF DOWEL BAR TO PREVENT BOND WITH PAVEMENT. AT INTAKE LOCATIONS, DOWEL BARS MAY BE CAST-IN-PLACE.
- PREDRILL OR PREFORM HOLES IN JOINT MATERIAL FOR APPROPRIATE DOWEL SIZE.
- COMPACT TIRE BUFFINGS BY SPADING WITH A SQUARE-NOSE SHOVEL.



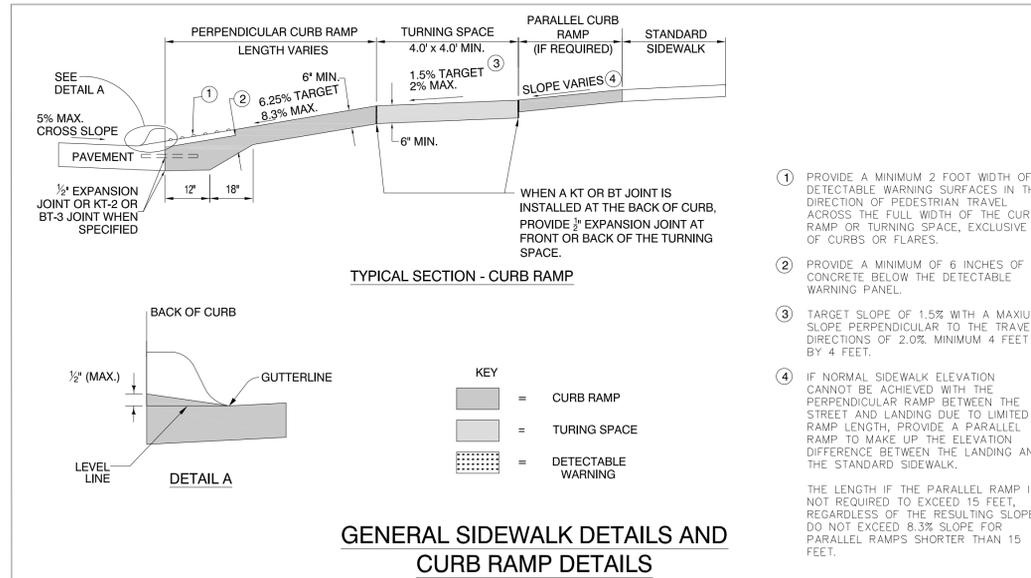
TRANSVERSE CONTRACTION JOINTS



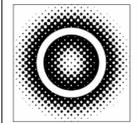
LONGITUDINAL CONTRACTION JOINTS

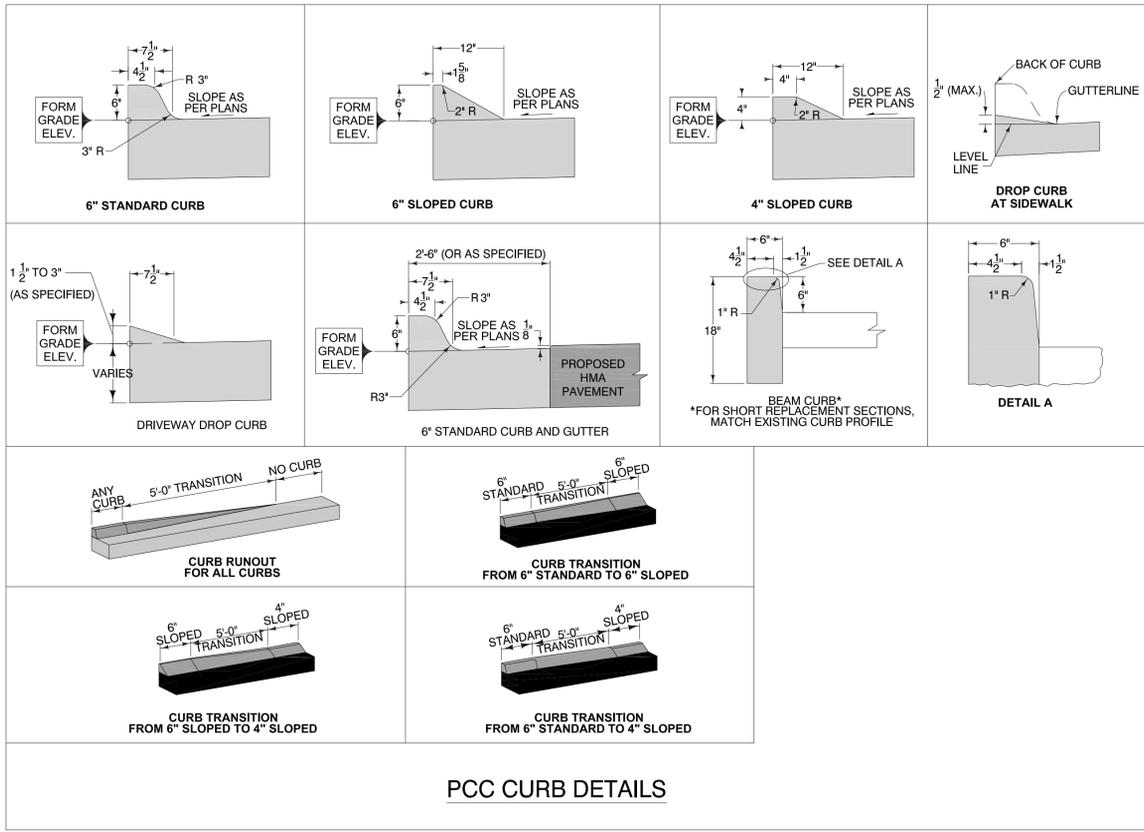


CURB DETAILS FOR CLASS A SIDEWALK

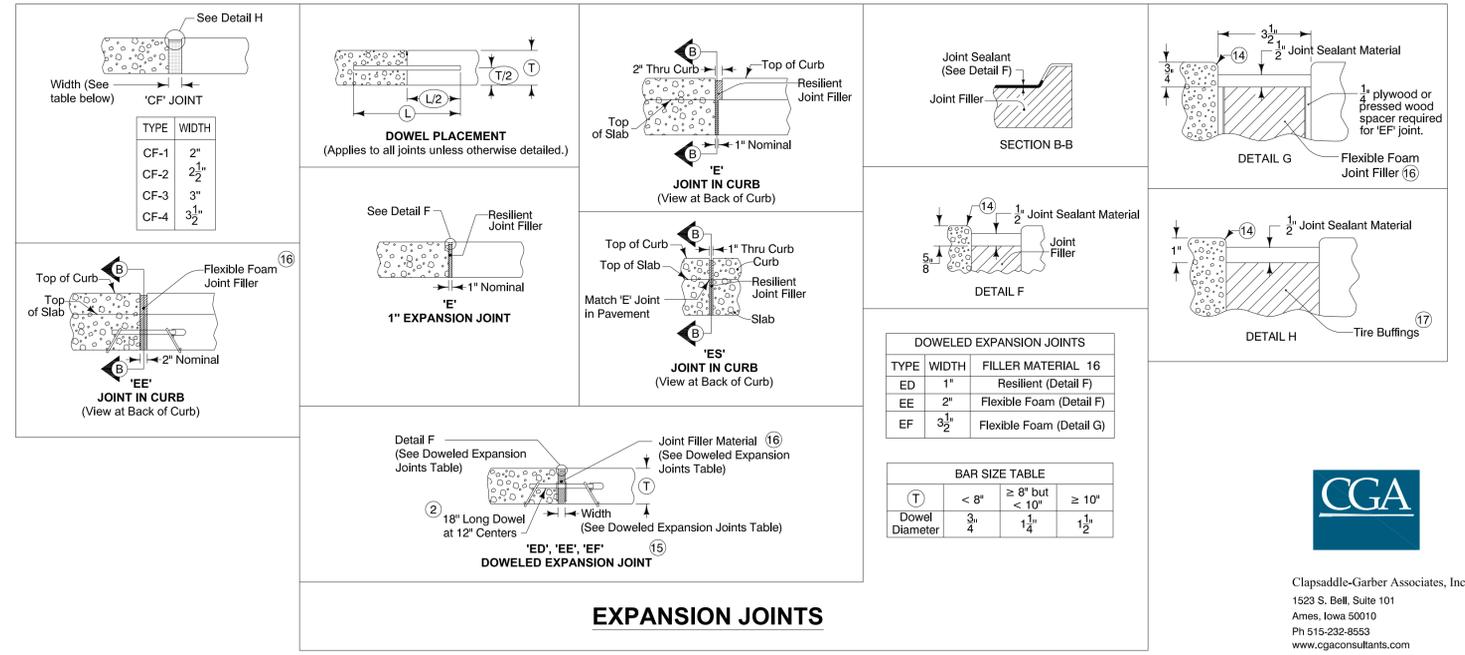
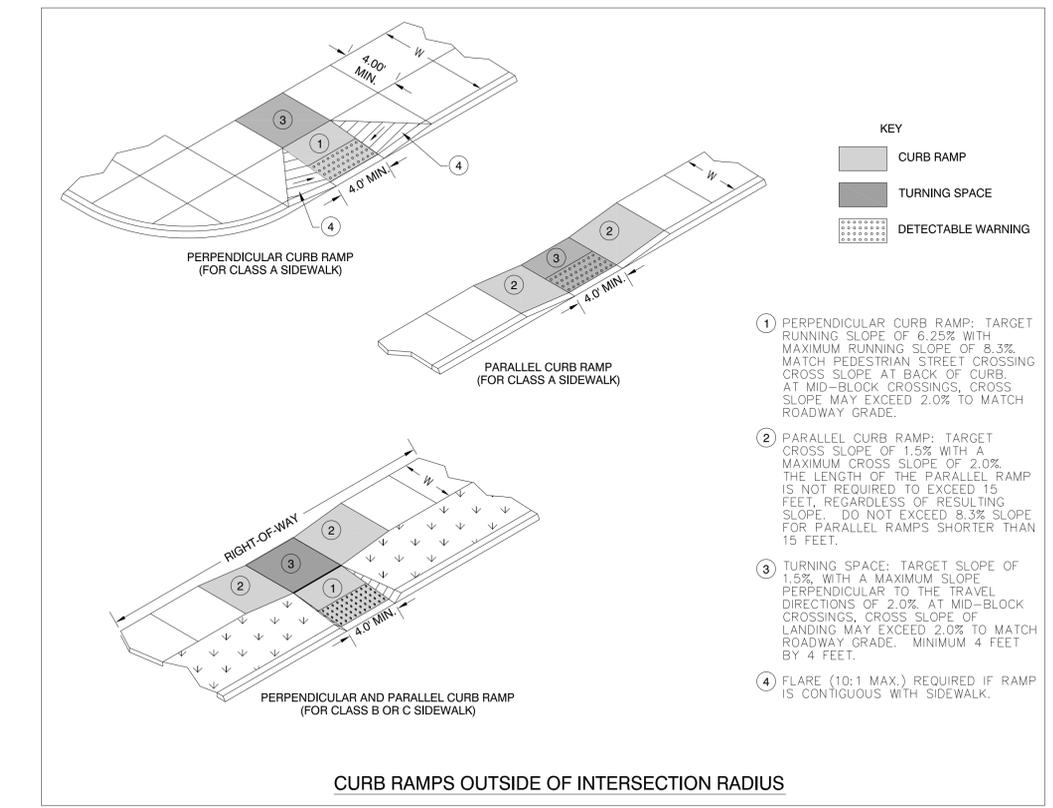


GENERAL SIDEWALK DETAILS AND CURB RAMP DETAILS



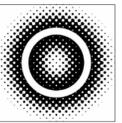


Joint	Type			Method of Load Transfer			Thermal movement				Comments	
	Transverse	Longitudinal	Expansion	Aggregate Interlock	Key	Tie Bar	Dowel Bar	Doweled to allow movement	Tied to prevent movement	Expansion joint allows movement		Lack of reinforcing allows movement
B	X	X									X	Used between dissimilar materials or when other joints are not suitable.
C	X			X							X	Transverse joint used when T < 8 in. May also be used on non-primary routes if AADT < 200 vpd.
CD	X			X			X	X				Transverse joint used when T ≥ 8 in. Use C joint when joint length is 2 ft.
CT	X			X		X			X			Specialty tied contraction joint.
DW	X					X			X			Used by contractor as a stopping point.
HT	X					X			X			Used at the end of rigid pavement prior to placement of second slab.
RD	X						X	X				Joint between new and existing pavements, dowels are used.
RT	X					X			X			Joint between new and existing pavements, tie bars are used.
BT-1		X							X			Longitudinal joint used when T < 8 in, interchangeable with L-1 depending on paving sequence.
BT-2		X							X			Used when L-2 and the KT-2 are not possible, T ≥ 8 in.
BT-3		X							X			Joint used between new and existing pavements. Tie bars are used when T ≥ 8 in.
BT-4		X							X			Joint used between new and existing pavements. Tie bars are used when T ≥ 8 in.
BT-5		X							X			Joint used between new and existing pavements. Tie bars are used when T < 8 in.
K		X				X					X	T > 8 in. minimal usage.
KS		X				X			X			Used in reinforced pavements.
KT-1		X				X			X			Longitudinal joint used when T < 8 in, interchangeable with L-1 depending on paving sequence.
KT-2		X				X			X			Longitudinal joint used when T < 8 in, interchangeable with L-2 depending on paving sequence.
KT-3		X				X			X			Longitudinal joint used when T < 8 in, interchangeable with L-3 depending on paving sequence.
L-1		X			X				X			Longitudinal joint used when T < 8 in, interchangeable with BT-1.
L-2		X			X				X			Longitudinal joint used when T ≥ 8 in, interchangeable with KT-2 depending on paving sequence.
L-3		X			X				X			Longitudinal joint used with pavement of large width, interchangeable with KT-3 depending on paving sequence.
CF	X		X							X		4 in expansion joint.
E	X	X	X							X		1 in expansion joint.
E	X	X	X				X	X		X		1 in doweled expansion joint.
EE	X	X	X				X	X		X		2 in doweled expansion joint.
EF	X	X	X				X	X		X		4 in doweled expansion joint.
ES			X							X		Used in curb to match expansion joint in pavement.



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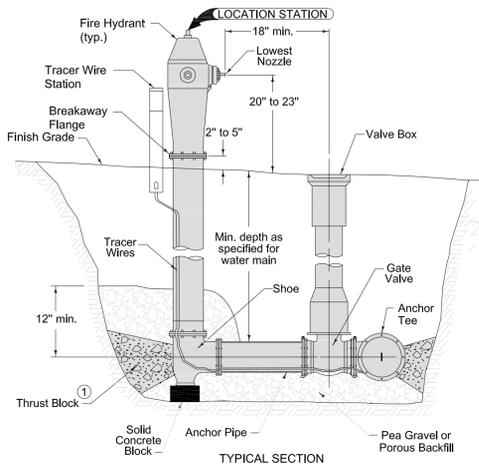
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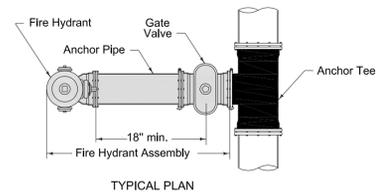
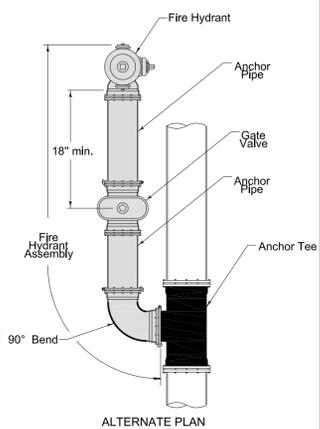
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ISSUE DATE	ISSUE TITLE
Mar. 21, 2014	
REVISION DATE	REVISION TITLE
XX-XX-XX	PROJECT MILESTONE
JOB NUMBER	1092
SHEET NAME	DETAILS
SHEET NUMBER	C.502

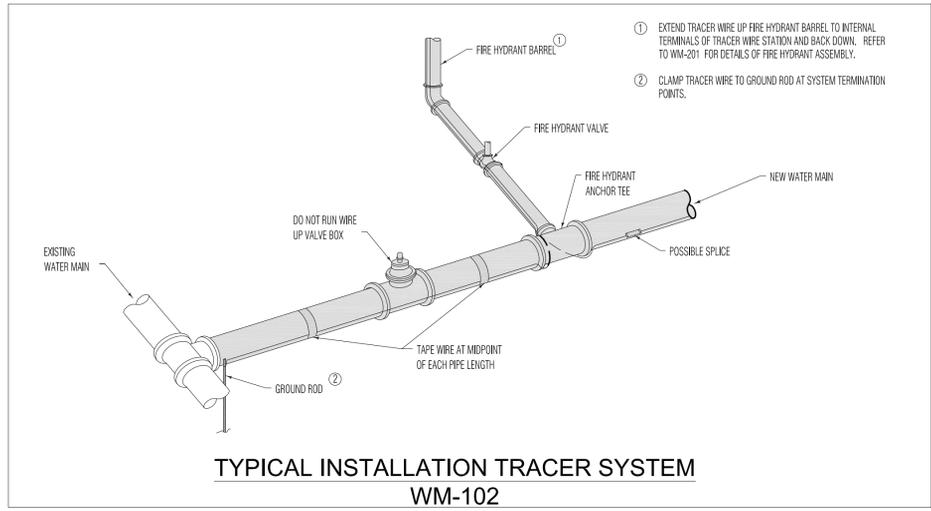
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 Ames, Iowa 50010
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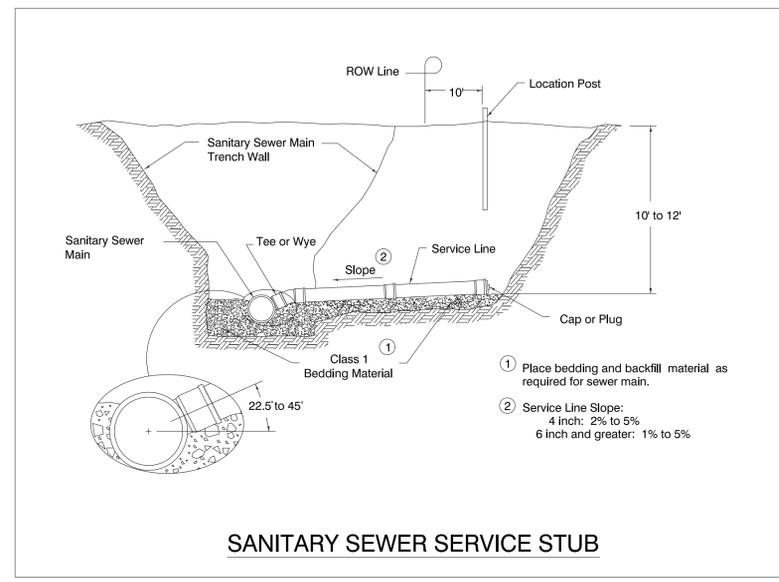
Use ductile iron pipe with restrained mechanical joints for fire hydrant assembly and anchor tee.
 ① Do not cover drain holes or tracer wire.



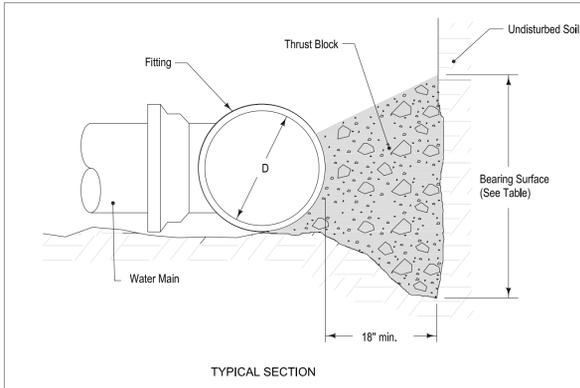
FIRE HYDRANT ASSEMBLY



TYPICAL INSTALLATION TRACER SYSTEM WM-102



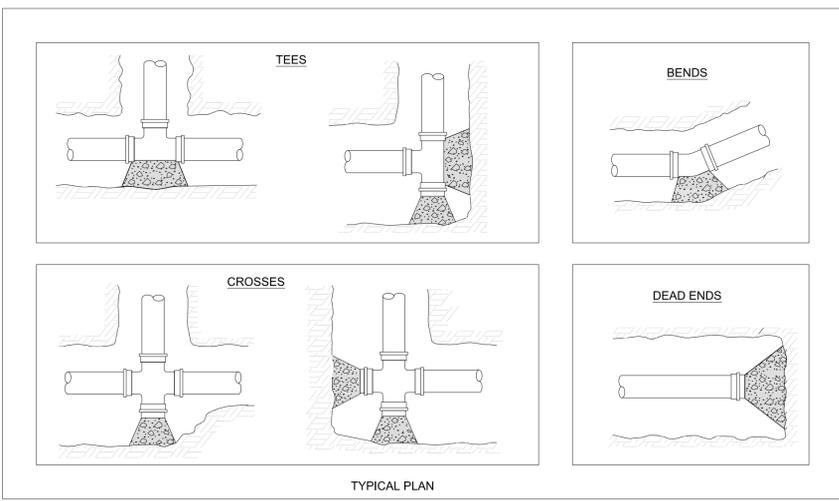
SANITARY SEWER SERVICE STUB



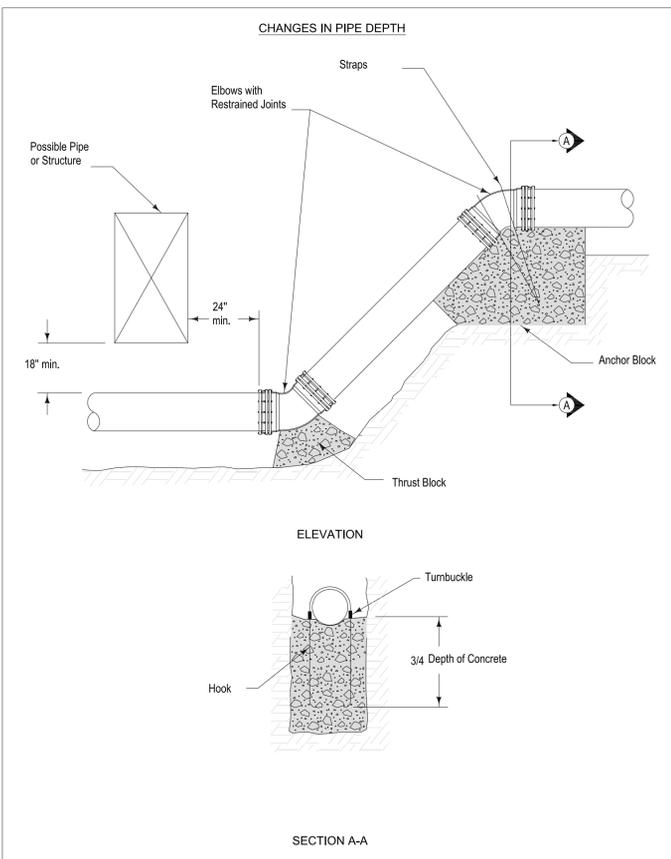
Extend thrust blocks to undisturbed soil. Excavation into trench wall may be necessary.
 Form vertical surfaces of poured concrete thrust blocks except on bearing surface.
 Encase all fittings in polyethylene wrap. Do not allow concrete to directly contact joints or fitting bolts.

Diameter of Pipe, D (inches)	MINIMUM BEARING SURFACE (sf)				Tees and Dead Ends
	1 1/2°	2 1/2°	45°	90°	
4	1	1	2	4	3
6	1	2	4	8	6
8	2	4	7	14	10
10	3	6	11	21	15
12	4	8	16	29	21
14	5	11	21	39	28
16	7	14	27	50	36
18	9	17	34	63	45
20	11	21	42	78	55
24	15	31	60	111	78
30	24	47	92	171	120
36	34	67	132	244	173

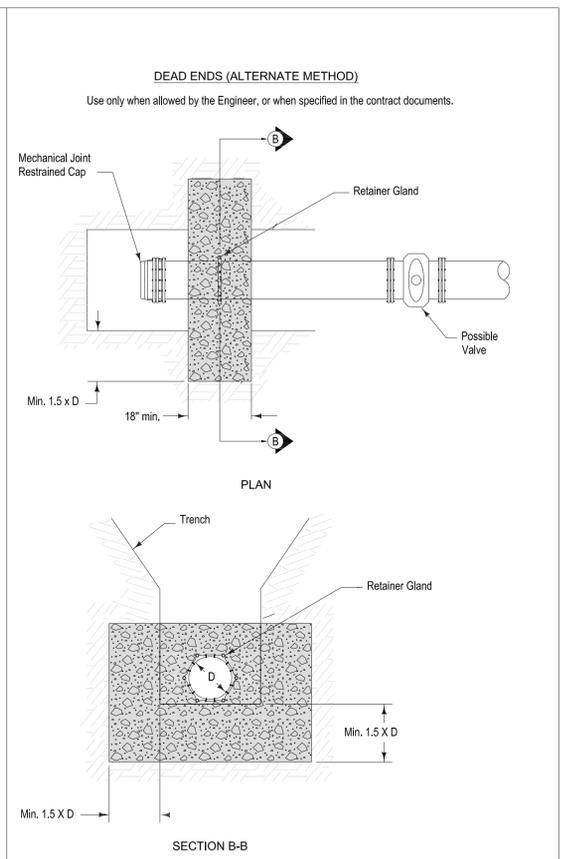
Minimum surface area based on water pressure of 150 psi and allowable soil pressure of 1,000 psf.



THRUST BLOCKS



THRUST BLOCKS

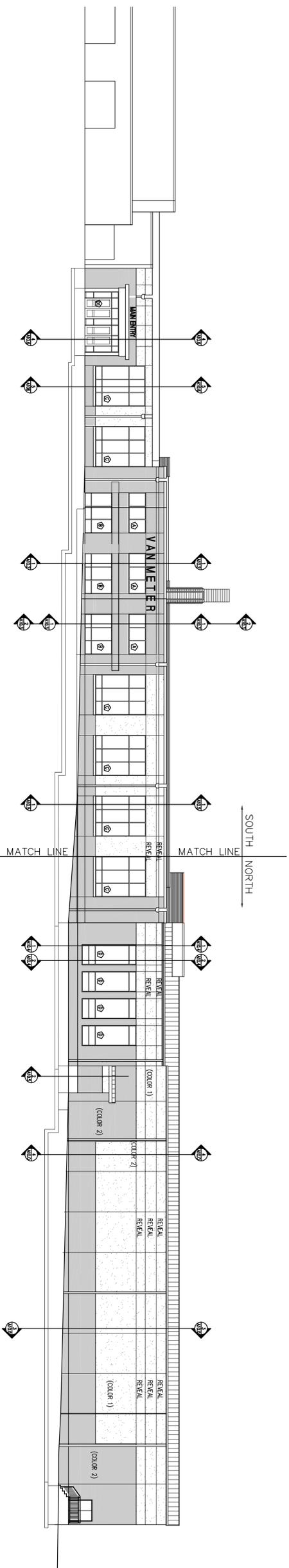


Clapsaddle-Garber Associates, Inc.
 1523 S. Bell, Suite 101
 Ames, Iowa 50010
 Ph 515-232-8553
 www.cgaconsultants.com

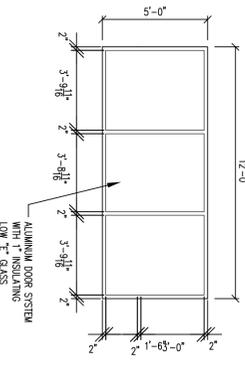
FACILITIES MASTER PLAN
VAN METER COMMUNITY SCHOOLS
 VAN METER, IOWA

ISSUE DATE	ISSUE TITLE
Mar. 21, 2014	
REVISION DATE	REVISION TITLE
XX-XX-XX	PROJECT MILESTONE
JOB NUMBER	1092
SHEET NAME	DETAILS
SHEET NUMBER	C.503

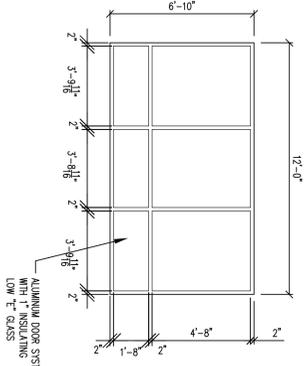
PO Box 760
 Waukegan, IA 50283
 T (515) 987-1145
 F (515) 987-1171
ORIS PLC
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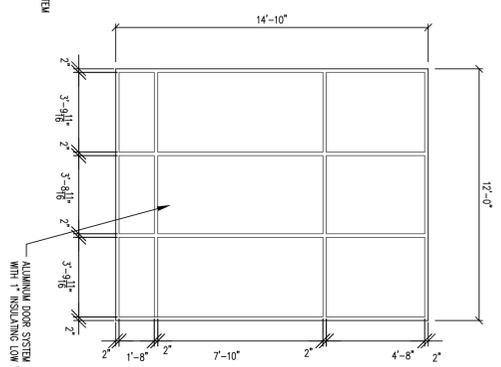
1 East Exterior Elevation - Full
Scale: 1/16" = 1'-0"



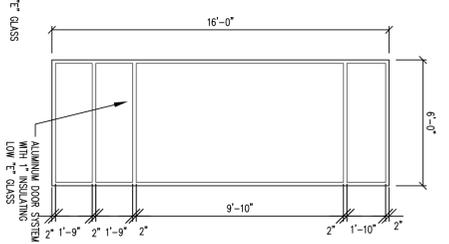
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Scale: 1/4" = 1'-0"



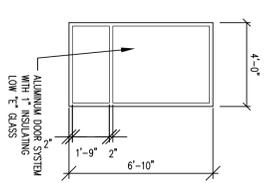
B Window "B"
Scale: 1/4" = 1'-0"



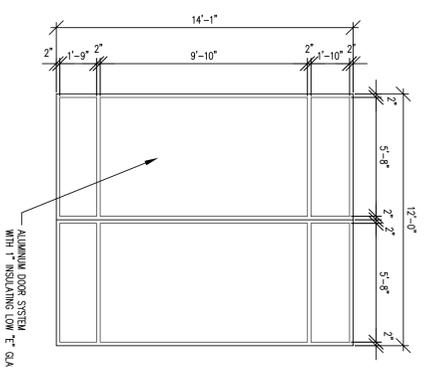
C Window "C"
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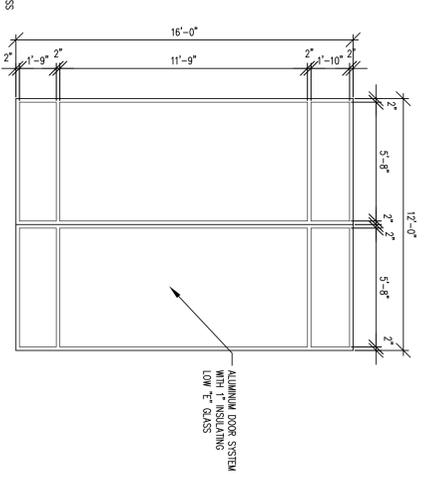
D Window "D"
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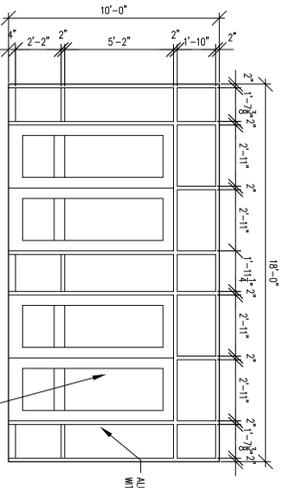
E Window "E"
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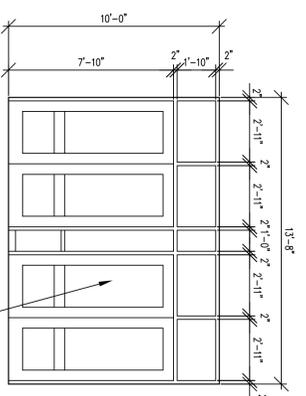
F Window "F"
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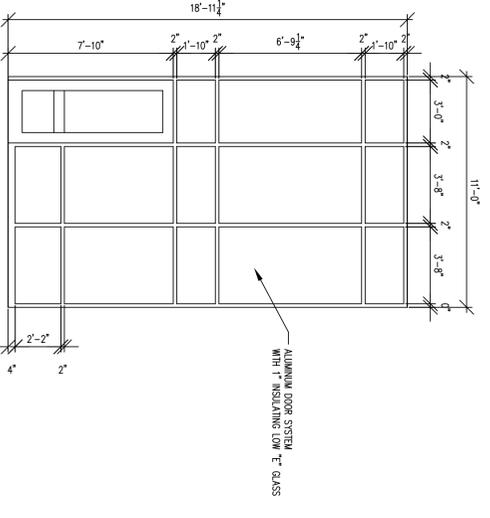
G Window "G"
Scale: 1/4" = 1'-0"



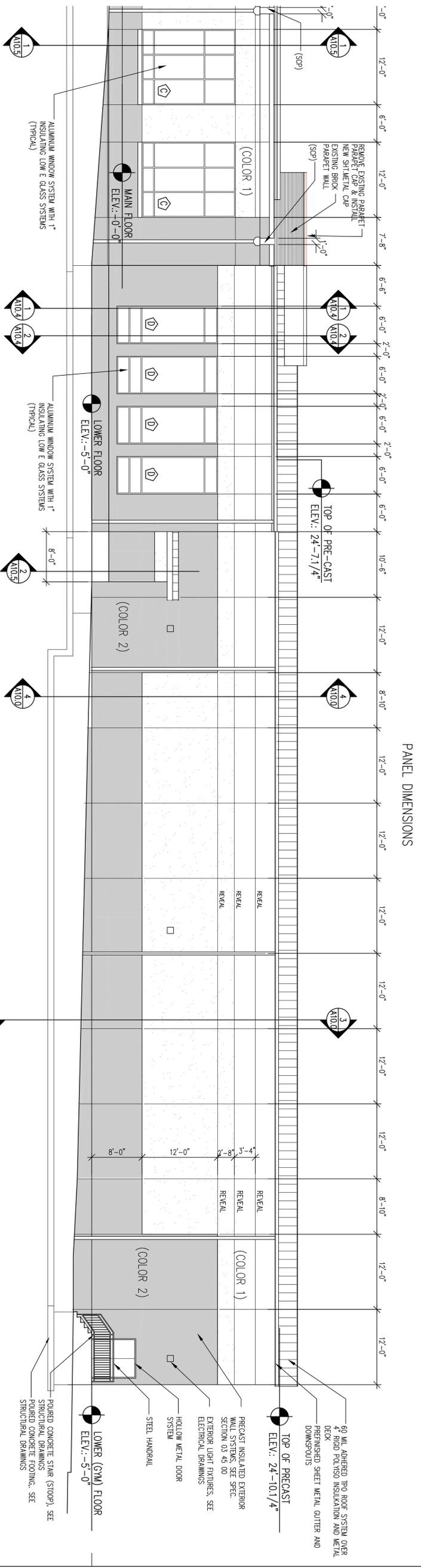
D1 Door Profile - D1
Scale: 1/4" = 1'-0"



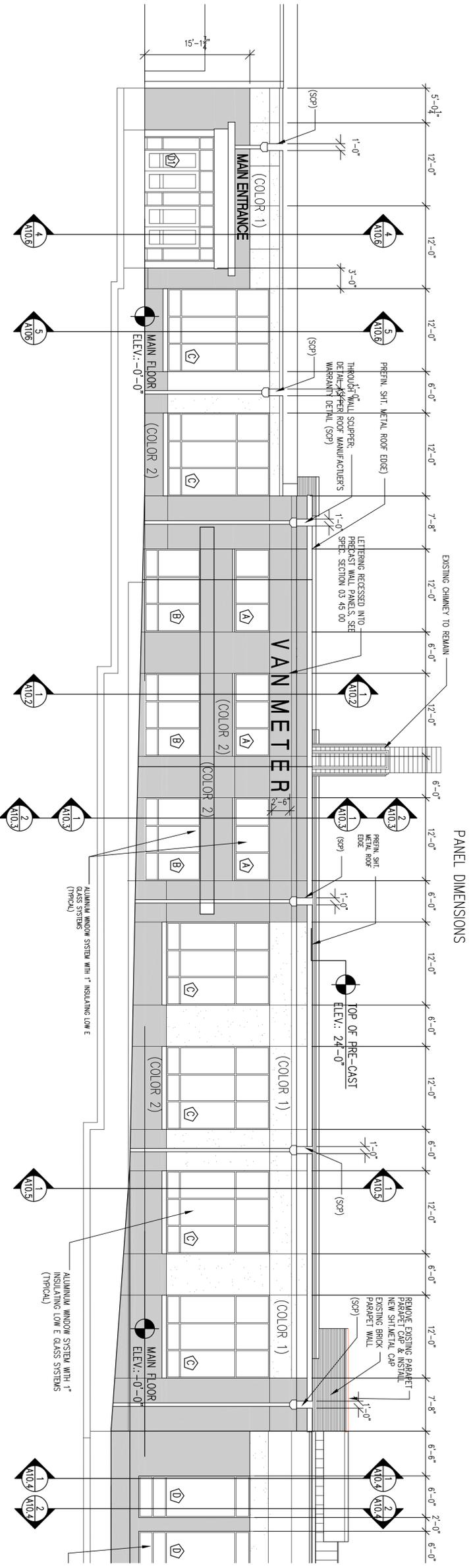
D2 Door Profile - D2
Scale: 1/4" = 1'-0"



D3 Door Profile - D3
Scale: 1/4" = 1'-0"



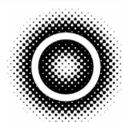
1 East Exterior Elevation - North Section A
Scale: 1/8" = 1'-0"



2 East Exterior Elevation - South Section B
Scale: 1/8" = 1'-0"

PANEL DIMENSIONS

PANEL DIMENSIONS



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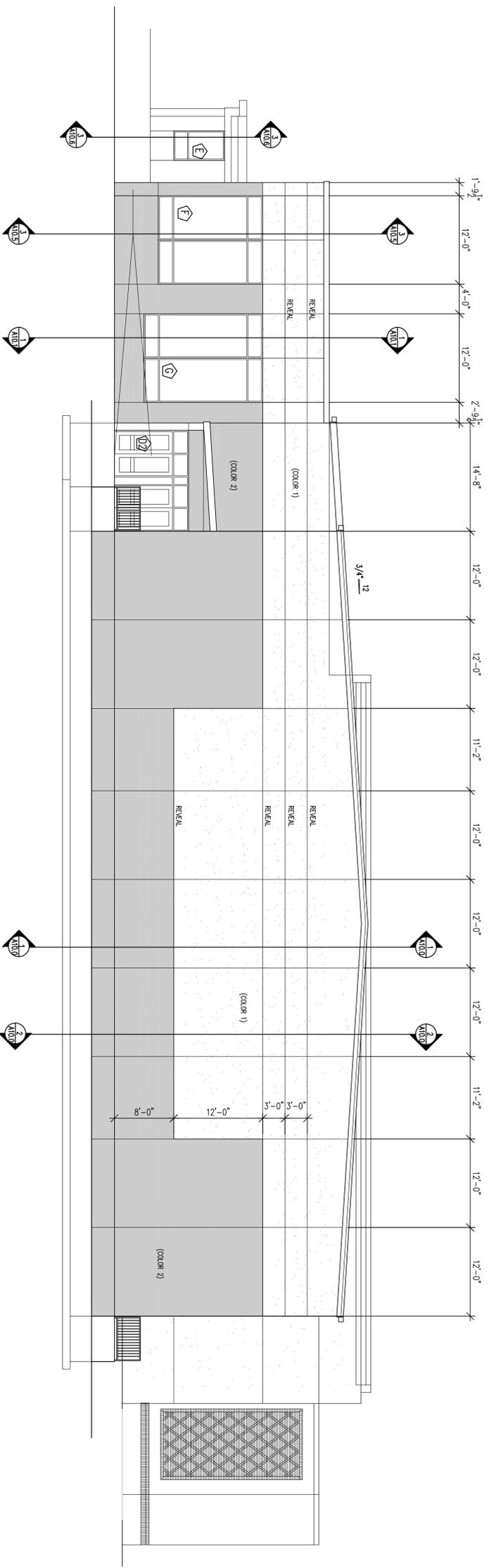
PO Box 760
Waukeo, IA 50263
T (515) 987-1145
F (515) 987-1171

BUILDING RENOVATION AND ADDITION
VAN METER
COMMUNITY SCHOOLS
VAN METER, IOWA

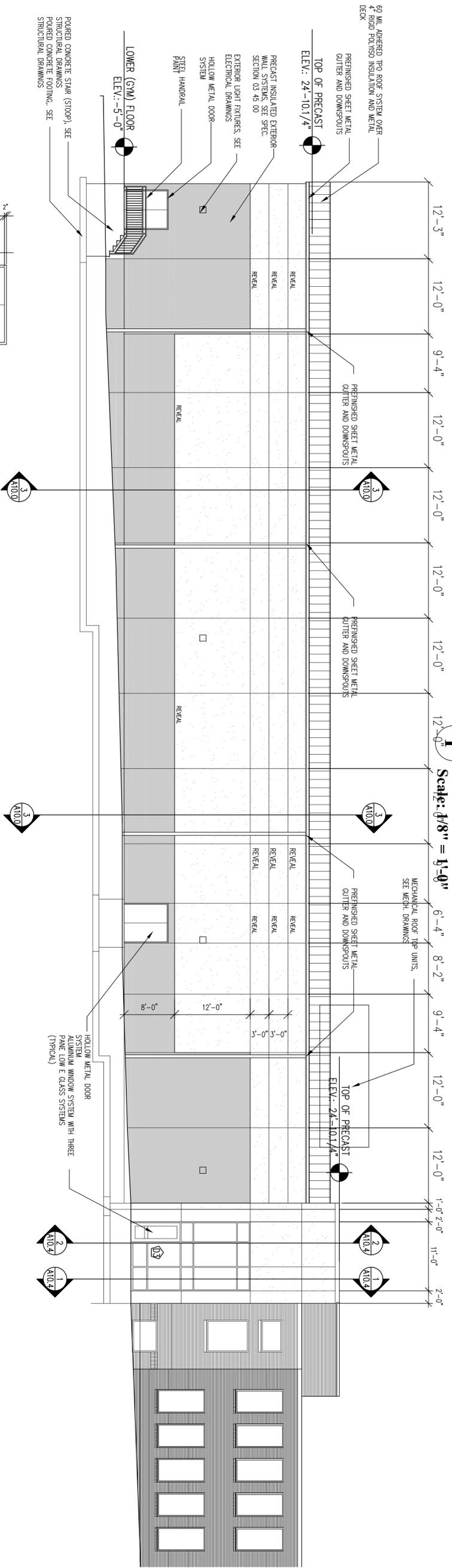
ISSUE DATE: March 31, 2014
ISSUE TIME:
REVISION DATE: REVISION TITLE:

JOB NUMBER: 1092
SHEET NAME:
SHEET NUMBER:

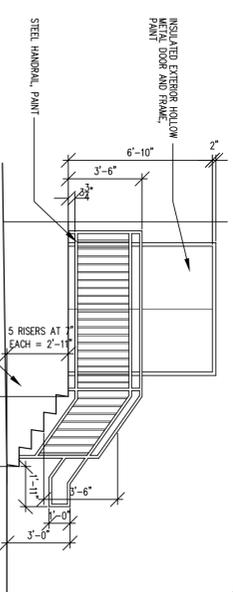
Eastover Elevations
A3.2



1 North Exterior Elevation
Scale: 1/8" = 1'-0"

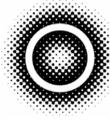


2 West Exterior Elevation
Scale: 1/8" = 1'-0"



3 Exterior Stair and Handrail
Scale: 1/4" = 1'-0"

BUILDING RENOVATION AND ADDITION
**VAN METER
COMMUNITY SCHOOLS**
VAN METER, IOWA

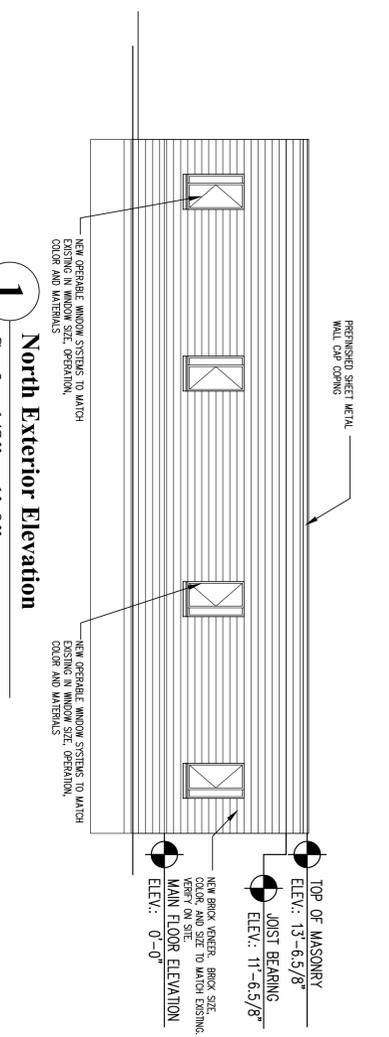


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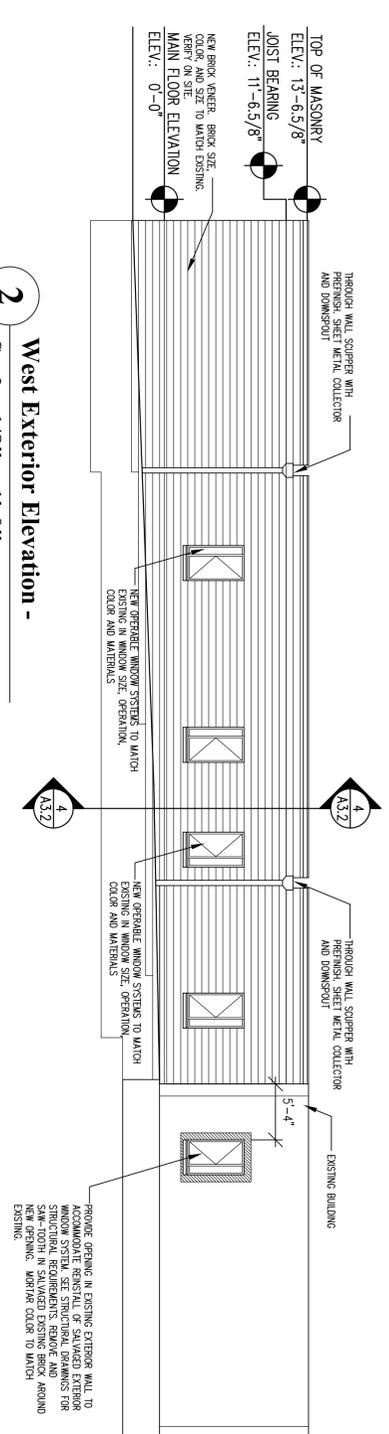
PO Box 760
Waukee, IA 50263
T (515) 987-1145
F (515) 987-1171

ISSUE DATE: March 31, 2014
ISSUE TITLE:
REVISION DATE: REVISION TITLE:

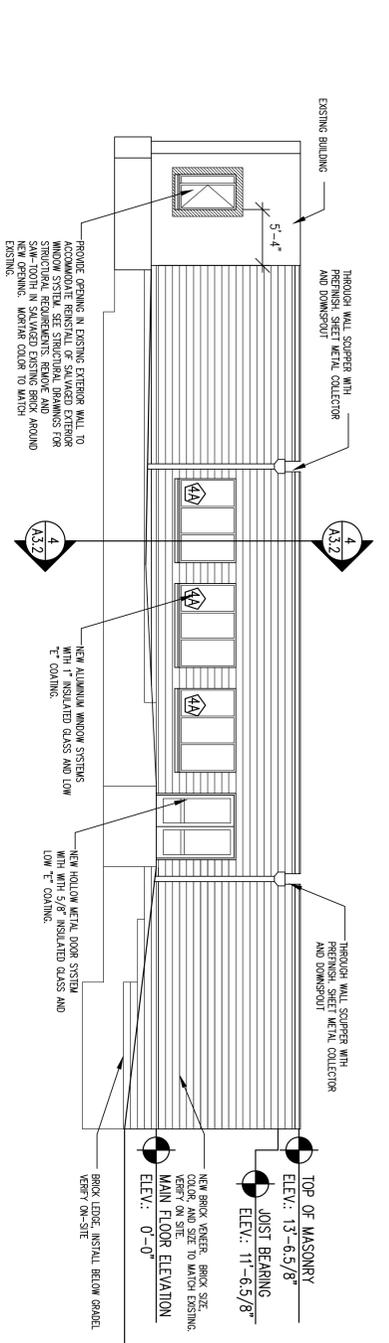
JOB NUMBER: 1092
SHEET NAME: Exterior Elevations
SHEET NUMBER: A3.3



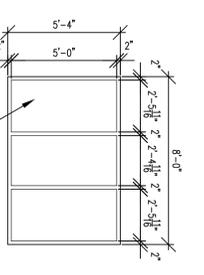
1
North Exterior Elevation
Scale: 1/8" = 1'-0"



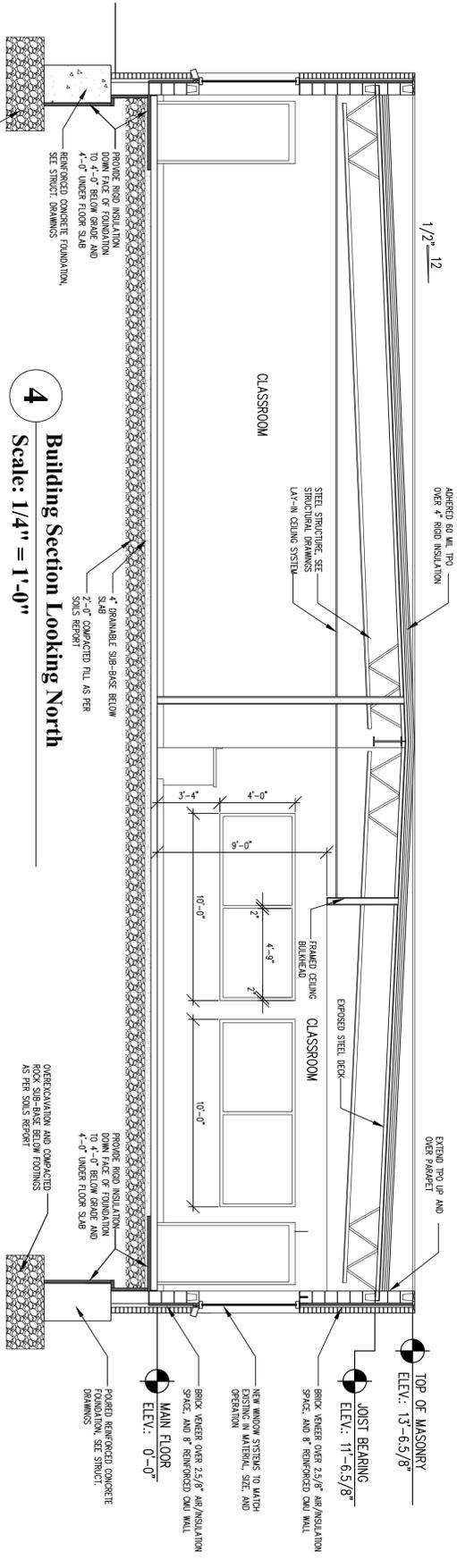
2
West Exterior Elevation -
Scale: 1/8" = 1'-0"



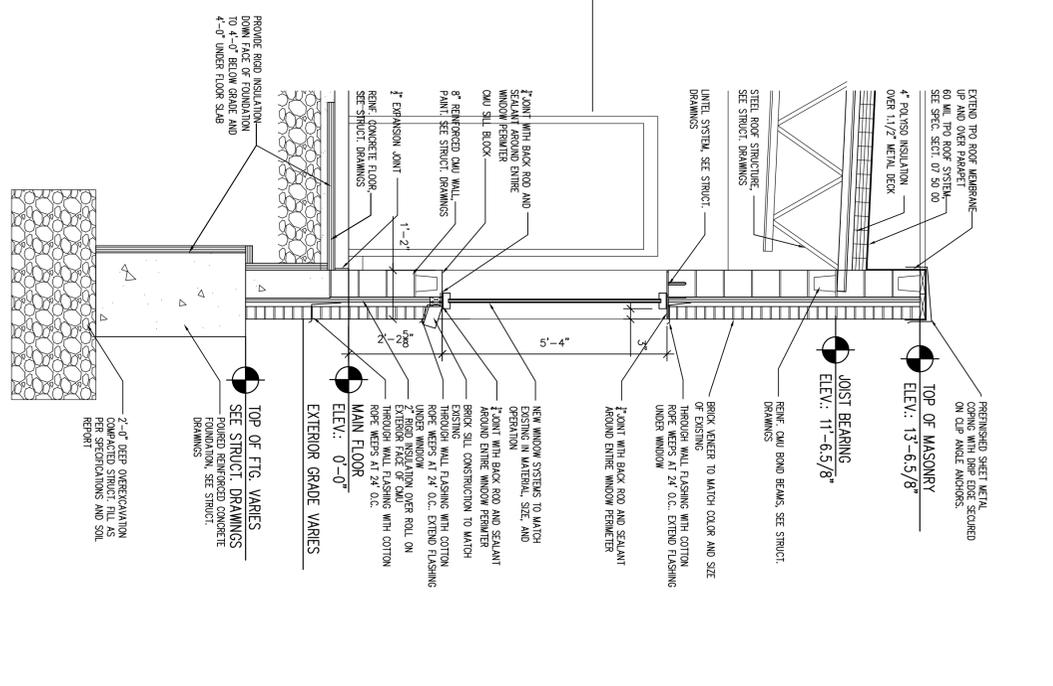
3
East Exterior Elevation -
Scale: 1/8" = 1'-0"



Window Profile - Window 4A
Scale: 1/4" = 1'-0"



4
Building Section Looking North
Scale: 1/4" = 1'-0"



5
Wall Section Detail -
Scale: 1/2" = 1'-0"

Agenda Item #9 - Building Permit Fee Waiver

Submitted for:

Action

Recommendation:

Withheld

Sample Language:

Mayor: *Does the Council wish to discuss the proposed resolution extending the fee waiver program? If not I would entertain a motion.*

City Councilmember _____: *So moved.*

City Councilmember _____: *Second.*

Mayor: *Roll Call Please.*

City Clerk: *Lacy ___; Stump ___; Tweed ___; Sacker ___; Peterson ___;*

Mayor: *The program is continued/not continued. Thank you.*

Resolution # 2014-_____ “A Resolution Providing Financial Incentives for New Residential Construction”

Whereas, within the City of Van Meter there exists more than 100 lots properly zoned, available for sale, and ready for new construction and,

Whereas, in the City, developers are offering lots at a reasonable and affordable price and,

Whereas the City Council of the City of Van Meter wishes to augment development efforts and wants to incent growth and,

Whereas new residential construction aligns with the City’s development goals, broadens the tax base, and promotes a more robust local economy and,

Whereas the City Council wishes to create housing options for new residents by enticing builders to speculate on home sales in Van Meter now,

Therefore be it resolved that the City Council of the City of Van Meter, Iowa hereby waives building permit fees, water hook-up fees, and sewer hook-up fees for the first five building permits authorizing new residential construction anywhere in the City between the dates of May 12, 2014 and December 31, 2014.

Passed and Approved this 12th Day of May 2014.

_____ Mayor Allan Adams

ATTEST:

_____ Jake Anderson, City Administrator

New Residential Construction Building Permit Fee Waiver

Address	Applied	Issued	Valuation	Fee	V&K Fee
1 2410 Winston Circle	2/11/2013	2/25/2013	\$ 169,380.00	\$ 2,340.00	\$ 1,872.00
<u>Resolution #2013-15</u>					
2 2525 Long	6/12/2013	6/26/2013	\$ 140,607.00	\$ 2,200.00	\$ 1,760.00 *
3 5275 Kelsey Dr	6/25/2013	7/1/2013	\$ 158,202.00	\$ 2,250.00	\$ 1,800.00 *
4 2440 Winston Circle	6/28/2013	7/1/2013	\$ 255,955.00	\$ 2,770.00	\$ 2,216.00 *
5 5270 Katelyn	8/16/2013	8/26/2013	\$ 278,079.00	\$ 2,656.00	\$ 2,124.80 *
6 2610 Long	9/24/2013	9/27/2013	\$ 209,509.00	\$ 2,311.00	\$ 1,848.80 *
TOTAL			\$ 1,042,352.00	\$ 12,187.00	\$ 9,749.60 *
<u>Resolution #2013-51</u>					
7 2745 Richland Circle	10/28/2013	11/2/2013	\$ 439,399.00	\$ 2,961.00	\$ 2,368.80 *
8 4930 Katelyn	11/5/2013	11/18/2013	\$ 304,271.00	\$ 2,786.00	\$ 2,228.80 *
9 4914 Kelsey Dr	4/8/2014	4/14/2014	\$ 248,923.00	\$ 2,756.00	\$ 2,204.80 *
10 5330 Katelyn Ave	4/15/2014	4/23/2014	\$ 280,475.00	\$ 2,666.00	\$ 2,132.80 *
11 5310 Katelyn Ave	4/15/2014	4/23/2014	\$ 280,105.00	\$ 2,666.00	\$ 2,132.80 *
TOTAL			\$ 1,553,173.00	\$ 13,835.00	\$ 11,068.00
GRAND TOTAL			\$ 2,595,525.00	\$ 26,022.00	\$ 20,817.60

* Fee Waiver Applied

Agenda Item #10 - Purchasing Policy

Submitted for:

Action

Recommendation:

Approval

Sample Language:

Mayor: Mr. Anderson please present the proposed purchasing policy.

Mr. Anderson: Gives Presentation

Mayor: *Does the Council wish to discuss the proposed resolution extending the fee waiver program? If not I would entertain a motion to approve.*

City Councilmember _____: *So moved.*

City Councilmember _____: *Second.*

Mayor: *Roll Call Please.*

City Clerk: *Lacy ___; Stump ___; Tweed ___; Sacker ___; Peterson ___;*

Mayor: *The policy is approved. Thank you.*

PURCHASING GUIDELINES

Objective

The City of Van Meter is funded by tax dollars. As such, the City's purchasing guidelines and listed procedures have been established to ensure that tax dollars are spent in the most economical way. The City uses competitive means for the purchase of all products and services whenever possible and believes in open, fair competition. The purchasing levels in this policy are subject to periodic review and may be changed with City Council approval based on inflation and other factors.

Use of Policy

This policy and the award of bid provisions herein are solely for the fiscal responsibility and benefit of the City of Van Meter, and confer no rights, duties or entitlements to any bidders or proposers.

Purchase Considerations

Purchases made on behalf of the City of Van Meter must be the strategically frugal choice. To ensure that purchases decisions are made strategically consideration will must be given to the following factors:

- 1) Price
- 2) Availability
- 3) Quality
- 4) Local sources

Budgeted Purchases

Purchases over \$1,000 require three (3) quotes to be kept and filed by the department for a period of one year. The City Administrator's prior approval must be obtained when the budgeted purchase exceeds one percent (1%) of a department's operating budget less employee wages and benefits or \$2,500 whichever is less. Purchases that fall within a Department's annual budget require no prior approval by the City Council.

Non-Budgeted Purchases

Purchases that do not fall within a Department's annual budget may be permitted with the prior approval of the City Administrator up to \$2,500. All non-budgeted purchases in excess of \$2,500 require the City Council's prior approval.

Emergency Purchases

In situations where inaction would result in jeopardizing of the health, safety, or welfare of the City, its employees, and/or Citizens emergency purchases may be authorized by the City Administrator.

Purchase Procedures

The City Administrator is hereby authorized to develop, implement, and enforce whatever administrative procedures may be necessary to carry out the provisions of this policy including but not limited to standardized requisition requests, purchase orders, etc.

State and Other Allowed Bids

City staff may use State of Iowa bids or the General Services Administration (GSA) to get the benefit of the pricing available through those procurement systems. These bids are permitted for any supply, equipment, or vehicle purchase on items. These purchases, while exempt from the

formal bid process, are subject to the normal approval process.

Annual Contracts

All service contracts must specifically state the term of the contract and the options for renewing the contract (if applicable) beyond the original term. In no case shall any service contract have an indefinite term. Contracts should begin and end within the current fiscal year. It must also be expressly stated in any multi-year service contract— which is any contract with a term extending beyond the current fiscal year—that all financial obligations of the City beyond the current fiscal year are subject to annual appropriation. Standard language for this purpose is as follows: “Contractor acknowledges that any potential expenditure for this Agreement outside the current fiscal year is contingent upon appropriation, budgeting, and availability of specific funds for such proposed expenditure, and nothing in this Agreement constitutes a debt or direct or indirect multiple fiscal year financial obligation of the City.”

Sole Source Purchases

It is the policy of the City of Van Meter to recognize and solicit quotes. Sole source purchases may be made if it has been determined that there is only one good or service that can reasonably meet the need and there is only one vendor who can provide the good or service. These purchases should be used if it is in the best interest of the City, and the following procedures shall apply:

To request a sole source purchase, prepare a memorandum justifying the sole source purchase and attach it to the purchase requisition.

Department Director and City Administrator will review the requisition and justification for the sole source purchase. If the sole source justification is approved by the Department Director and City Administrator, a purchase order will be issued. If the purchase is not approved, two (2) more bids are required.

Local Purchasing Policy

Supporting local businesses is an important responsibility of the City and its representatives. Therefore, one (1) of the three (3) quotes required for all purchases over \$1,000 shall be from a local vendor whenever such local sources exist and are competitive from the perspective of price, availability, and quality.

Further, each year the City Administrator is hereby directed to budget \$2,500 for the Economic Development Committee to use for the promotion and marketing of the Van Meter Business Community.

Notice of Disciplinary Action

Violation of this policy may result in disciplinary action up to and including termination or removal from office, and/or budgetary penalties.

ACKNOWLEDGEMENT

I, _____, acknowledge that I have read and understand the Van Meter Purchasing Guidelines and will comply with these rules, policies and procedures set forth herein. Further, I understand that violations of this policy may result in disciplinary action up to and including termination, removal from office, and/or budgetary penalties.

Signature

Date

Agenda Item #11 - Public and Media Relations Policy

Submitted for:

Action

Recommendation:

Approval

Sample Language:

Mayor: Mr. Anderson please present the proposed public and media relations policy.

Mr. Anderson: Gives Presentation

Mayor: *Does the Council wish to discuss the proposed resolution extending the fee waiver program? If not I would entertain a motion to approve.*

City Councilmember _____: *So moved.*

City Councilmember _____: *Second.*

Mayor: *Roll Call Please.*

City Clerk: *Lacy ___; Stump ___; Tweed ___; Sacker ___; Peterson ___;*

Mayor: *The policy is approved. Thank you.*

THE CITY OF VAN METER

BY ORDER OF THE CITY COUNCIL

MAY 2014

PUBLIC AND MEDIA RELATIONS POLICY

PURPOSE

This policy regarding Public and Media Relations shall provide guidelines for conduct by full-time, part-time, contract, and volunteer personnel working for or on behalf of the City or any of its subsidiary bodies who use print, radio, television, websites, social Media, and social networking to post information or to interact with the media and/or public on behalf of The City of Van Meter regarding City matters.

SCOPE

This is the City's overarching public and media relations policy. Any contradictions in existing policy should be referred to the City Administrator for clarification. This policy covers all full-time, part-time, contract, and volunteer personnel working for or on behalf of the City of Van Meter or any of its subsidiary bodies. It covers any and all interactions with print, radio, television, websites, social media pages, and social networking activities, both currently existing and any that may be developed in the future.

SINGLE VOICE

The City of Van Meter hereby adopts a "single voice" concept to be utilized in representing the City government. Except for elected officials (Mayor and City Council), it is the responsibility of the City Administrator ("CA") to act as the City's official spokesperson and maintain the City's official media presence via print, radio, television, website, social media pages, and social networking activities.

It is the responsibility of the CA to administer security and monitoring measures that support this Policy. As such, all communications must receive the CA's prior approval before being published or released to the media.

The CA may delegate certain elements of this responsibility to Department Heads or City Employees, from time to time as he deems necessary.

ON SCENE EMERGENCY SERVICES

Given the nature of on-scene emergency services and the time sensitivity of information related to the same the Public Safety Director, the Fire Chief and/or their designee is may, at their discretion, publish or release information to the media and/or the public.

NOTICE OF DISCIPLINARY ACTION

The City's reputation is a valuable public asset. As such, those representing the City of Van Meter are expected to utilize appropriate communications with respect to the City's corporate image both in and outside of the workplace. Failure to observe the provisions of this policy may result in disciplinary action, up to and including employment termination and budgetary penalties.

It is imperative for employees to support in public the policy decisions made by the City. Unauthorized statements regarding official policy decisions to the media and/or members of the public may be detrimental to the corporate image and will not be tolerated. Should an employee feel a policy decision is detrimental to the City or the community at large, procedures exist through which the employee can voice his or her concerns, by using the appropriate chain of command or, if necessary, addressing the City Council.

Employees, who fail to observe this policy and are not engaging in what a reasonable person could consider to be "whistle blowing" activities, will be subject to disciplinary measures identified in this document. City employees are expected to act in an ethical manner and understand the contents of this manual. A communication is considered "whistle blowing" when a reasonable person would conclude that the individual about whom an accusation is being made has committed a wrongful, fraudulent or illegal act.

ACKNOWLEDGEMENT

I, _____, acknowledge that I have read and understand the Van Meter Public and Media Relations Policy and will comply with these rules, policies and procedures set forth herein. Further, I understand that violations of this policy may result in disciplinary action up to and including termination, removal from office, and/or budgetary penalties.

Signature

Date

Agenda Item #10 - Reports

Submitted for:
Information
Recommendation:

Sample Language:

- 1) *Parks and Rec*
- 2) *Library*
- 3) *Public Safety*
- 4) *Public Works*
- 5) *Attorney*
- 6) *Engineer*
- 7) *Administrator*
- 8) *Council*
 - Committees (Chair Listed First)
 - a. Public Works/Infrastructure – Sacker, Stump
 - b. Culture and Recreation – Tweed, Sacker
 - c. MAC – Sacker
 - d. School Board - Stump
 - e. Special Liaison Assignments or Ad-Hoc Committees
- 9) *Mayor*
 - a. Finance – Adams, Lacy, Peterson
 - b. Policy – Adams, Lacy, Peterson
 - c. Economic Development – Adams, Lacy, Tweed
 - d. Annexation – Adams, Lacy, Tweed
 - e. Public Safety – Adams, Stump, Sacker
 - f. EMA, E911 *Lacy Alternate

Van Meter Public Library stats for April 2014

769 items were circulated (I will have April WILBOR numbers next month)

15 items circulated for book clubs

937 number of patrons in to use a library service

3 Home Deliveries

Open Access 29 Rural Route 108

New Borrowers 3 2 city and 1 Rural Route

121 reference transactions

Deletes to the SILO Database 30 and additions to the SILO database 256

Titles purchased 0 Titles donated and added to our collection 146

Fines \$3.07

Inter Library loan requests and received 65 and we sent out 14 titles to other libraries.

Michelle has still been updating the city and library website.

Jolena has been updating the City Facebook with library news.

Jolena also puts is weekly articles in the Dallas County and Madisonian newspapers.

We had two book clubs.

The first Library Literary paper is out and available in paper form or online. It is very interesting to see a lot of local talent.

We had our first Van Meter Visitor Festival Committee meeting for the September 27th Festival coming up later this year.

The following week Jolena had a TV station in Cedar Rapids calling to get information on this festival and other activities throughout the year in Van Meter. They are promoting interesting places to visit in Iowa throughout the year. The TV station is KCRG.

I had a contest for some of the kids for spring activities and reading. Winners of the contest were Bailey and Layne Buerkley, Payton Rice and Ashlin Long.

Wednesdays - we continue to have 10 am story time and a daycare that comes in around noon each Wednesday to use the library and park.

After school activities and snack each day – we have continued to learn about spring and some of the kids planted flowers that they hope will be ready to take to their Mom's for Mother's Day!

We had a lot of April birthdays and my daughter Joycie brought up a homemade cake for the kids after school on April 30th. We also celebrated poetry month in April.

Agenda Item #11 - 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: *Lacy ___; Stump ___; Tweed ___; Sacker ___; Peterson ___;*

Mayor: *The meeting is adjourned. Thank you.*