

-NOTICE OF A PUBLIC MEETING-
Governmental Body: Van Meter City Council
Date of Meeting: Thursday, November 17, 2016
Time/Place of Meeting: 7:00 p.m. – Veteran’s Reception Center, 910 Main Street

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

Business Meeting Agenda:

1. Call to Order
2. Pledge of Allegiance
3. Civility Statement
4. Approval of Agenda
5. Introductions
6. Citizen Hearing
7. Consent Agenda:
 - a. Minutes of the October 20, 2016 and November 10, 2016 Council meetings
 - b. October Claims list
 - c. October Financial Statement
 - d. Approve Casey’s liquor license.
8. Greater Dallas County Development Alliance Annual Update – Linda Wunsch
9. Action on a proposed resolution approving recruitment practices.
10. Action on a proposed resolution setting a public hearing on the intent to acquire agricultural and other property for water treatment plant and authorize acquisition of the necessary property interests from various property owners for the water treatment plant project by gift, negation, or eminent domain.
11. Staff/Council Reports:
 - a. Staff Reports
 - i. Parks and Rec
 - ii. Library
 - iii. Public Safety
 - iv. Public Works
 - v. Attorney
 - vi. Engineer
 - vii. City Clerk
 - viii. Administrator
 - b. Mayor/Council Committees
 - i. Finance, Tweed
 - ii. Policy, Peterson
 - iii. Economic Development, Lyon
 - iv. Public Safety, Adams
 - c. Liaison Reports
 - i. EMA/E911, Adams/Lyon
 - ii. Library Board, Peterson
 - iii. Parks and Rec Board, Sacker
 - iv. MAC, Sacker
12. City Administrator performance evaluation – closed session pursuant to Iowa Code 21.5(1) (i).
13. Possible action concerning the City Administrator’s performance evaluation.
14. Adjourn

Agenda Item #1 - Call to Order

Submitted for:

Recommendation:

Sample Language:

Mayor: *The time is Seven O'clock PM on Thursday, November 17, 2016. I hereby call this meeting of the Van Meter City Council to order.*

Agenda Item #2 - Pledge of Allegiance

Submitted for:

Recommendation:

Sample Language:

Those Present Led by Mayor:

"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

Agenda Item #3 - Civility Statement

Submitted for:

Recommendation:

Sample Language:

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

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

Agenda Item #4 - 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: *Lyon ___; Stump ___; Sacker ___; Peterson ___;*

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

Agenda Item #5 - Introductions

Submitted for:

Information

Recommendation:

Sample Language:

Mayor: *Would those present please introduce themselves?*

Agenda Item #6 - Citizen Hearing

Submitted for:

Information

Recommendation:

N/A

Sample Language:

Mayor:

At this time I will recognize members of the public who have signed in and wish to address the City Council. Once given the floor you will have a maximum of three minutes to read your statement into the record.

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

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

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

Agenda Item #7 - Consent Agenda

Submitted for:

Action

Recommendation:

Approval

Sample Language:

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

Staff: *Gives Review.*

Mayor: *Does the City Council wish to discuss any item on the consent agenda separately? If not, I would entertain a motion to 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: *Lyon ___; Sacker ___; Peterson ___; Stump ___;*

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

- 1) The Van Meter City Council met for a regular council meeting on Thursday, September 15, 2016 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: Kim Sacker, Mike Peterson, Lyn Lyon, and Owen Stump. Elizabeth Tweed was absent.

Staff present: City Administrator Jake Anderson, City Attorney/Parliamentarian Erik Fisk, Public Safety Director/Sergeant at Arms William Daggett, City Engineer Bob Veenstra Jr., City Clerk Liz Thompson, and Parks and Rec Director Alex Brayton.

- 2) Mayor Adams led the Pledge of Allegiance.
- 3) Mayor Adams read a Civility Statement setting expectations of respect for the meeting.
- 4) Mayor Adams asked for a motion to approve the agenda. Moved by Peterson supported by Sacker. Passed unanimously.
- 5) Introductions were made.
- 6) Mayor Adams opened the Citizens Hearing by asking the Sergeant at Arms for a list of individuals who signed in. The Sergeant at Arms presented a list of individuals that signed in to make public comments. Hearing none Mayor Adams closed the citizens hearing.
- 7) 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 the revised consent agenda which included the following:

- a. Minutes of the September 15, 2016 Council meeting
- b. September Claims list

VENDOR	REFERENCE	AMOUNT
ACCO	WATER CHEMICALS	\$ 537.00
ADEL AUTO PARTS	AIR PRESSURE SWITCH	\$ 10.88
ADLAI LOUNSBURY	REFEREE FEES	\$ 10.00
ADT SECURITY SERVICES	SECURITY SERVICES	\$ 120.00
AGSOURCE COOPERATIVE SERVICES	WATER TESTING	\$ 52.00
ALEX BRAYTON	MILEAGE	\$ 419.04
ARNOLD MOTOR SUPPLY	MOWER BELT	\$ 14.00
BAKER & TAYLOR	NEW COLLECTION MATERIALS	\$ 276.24
BOBS AUTO PARTS	FLOOR DRY	\$ 258.66
BSN SPORTS	SOCCER GOALS	\$ 3,400.00
CARPENTER UNIFORM CO	RADIO POUCH/YRS OF SERVICE TAG	\$ 81.97
CARTER COPPINGER	REF FEES	\$ 105.00
CASEY'S GENERAL STORE	GAS/MERCH	\$ 818.60
CENTURY LINK	PD/FD FAX	\$ 232.37
CHADWICK GILLESPIE	CONFERENCE REIMBURSEMENTS	\$ 33.93
CHRIS COFFIE	REF FEES	\$ 155.00
CLARA WALDRON	REF FEES	\$ 20.00
COLBY WIEDERHOLT	REF FEES	\$ 245.00
CULLIGAN	WATER FOR LIBRARY	\$ 97.80
DELTA DENTAL	EMPLOYEE DENTAL INS	\$ 1,027.68
DEMCO	BOOK COVERING SUPPLIES	\$ 59.50
DIANA E NICHOLLS BLOMME	DPH CLASS	\$ 200.00
EARLHAM SAVINGS BANK	ACH FEES	\$ 25.00
EDEN MOORE	REF FEE	\$ 20.00
EFTPS	FED/FICA TAX	\$ 4,281.94
EFTPS	FED/FICA TAX	\$ 4,323.95
EMMA BARR	REF FEE	\$ 45.00
ERIK FAUST	MILEAGE	\$ 86.08
EVAN OLIVER	REF FEE	\$ 15.00
FORTE	UB WEB PAY FEE	\$ 44.03
FORTE	POS CREDIT CARD FEE	\$ 7.12
FRED SCHIMMELS	CROWN VIC REPAIRS	\$ 879.52

GRAHAM TIRE DES MOINES INC	LAWN MOWER REPAIRS	\$ 182.52
GREATER DALLAS CO - GDCDA	SPONSORSHIP FOR AFKOM	\$ 1,905.29
IFMCV	MONTHLY RENT PER LEASE/OPTION	\$ 1,000.00
IOWA DEPT OF PUBLIC SAFETY	TERMINAL BILLING/LINE CHARGE	\$ 600.00
IOWA ONE CALL	EMAIL LOCATES	\$ 21.57
IPERS	PROTECT IPERS	\$ 2,482.24
IPERS	PROTECT IPERS	\$ 2,444.16
JEVIN INC.	WEB PAY ACCEPTANCE FEE REC	\$ 69.30
JIMS JOHNS INC	PORTABLE UNITS	\$ 200.00
JOEL AKERS	REFUND	\$ 60.00
KADENCE WIGANT	REF FEES	\$ 15.00
LESLIE HERMAN	REFUND	\$ 40.00
LOWE'S	FD BUILDING MAINT/CH/SHOP	\$ 1,047.07
MAFFIN OUTDOOR POWER & AUTO	LABOR GRASSHOPPER MOWER	\$ 240.00
MATHESON TRI GAS INC	OXYGEN	\$ 59.00
MEDIACOM	INTERNET SERVICES	\$ 205.90
METERING & TECHNOLOGY SOLUTION	METERS	\$ 854.23
MIDAMERICAN ENERGY	GAS/ELEC	\$ 2,968.18
NATIONAL FLEET TESTING SERVICE	INSPECTOIN OF FD GROUND LADDER	\$ 120.00
OFFICE DEPOT	PAPER	\$ 290.99
PEEK SALES & SERVICE	PARKS & REC MOWER REPAIR	\$ 68.51
POCAHONTAS PUBLIC LIBRARY	NEW BOOK	\$ 5.00
REGAN BERNHARDT	REF FEES	\$ 20.00
RHODES INC	HAULING DIRT	\$ 405.00
SCHEELS - DES MOINES	ALICE SUPPLIES	\$ 151.95
SHELLY JAMES	AUG/SEPT 2016 CLEANING	\$ 180.00
STIVERS FORD	2017 POLICE SUV INTERCEPTOR	\$ 21,615.00
SU TSHIRTS 247 LLC	PARKS & REC SOCCER SHIRTS	\$ 336.47
THE HARTFORD	EMPLOYEE LIFE/DIS INS	\$ 308.92
TITAN PRO	TOP ATHLETIC 20# LCS	\$ 692.00
TREAS - ST OF IA SALES TX	3rd QRT SALES TAX	\$ 3,742.00
TREAS - STATE OF IOWA W/H	STATE TAX	\$ 727.00
TREAS - STATE OF IOWA W/H	STATE TAXES	\$ 730.00
TYLER COFFIE	REF FEES	\$ 200.00
US POSTMASTER	OCTOBER UT BILLS/NEWSLETTER	\$ 203.21
VAN GINKEL ATHLETIC MFG	REF JERSEYS	\$ 545.00
VAN WALL EQUIPMENT	EXTENSION SP	\$ 13.53
VEENSTRA & KIMM INC	PROFESSIONAL SERVICES/BLDG PER	\$ 128.40
WASTE CONNECTIONS	GARBAGE CONTRACT	\$ 6,703.91
WAUKEE HARDWARE & RENT IT	PAINTING SUPPLIES	\$ 56.52
WHITFIELD & EDDY PLC	LEGAL SERVICES	\$ 1,499.00
	***** REPORT TOTAL *****	\$ 71,039.18

c. September Financial Statement

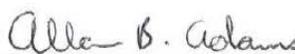
FUND	RECEIVED	DISBURSED
GENERAL	\$ 37,448.03	\$ 60,724.84
VEHICLE REPLACEMENT-FIR	\$ 4,865.00	\$ -
PARK OPERATIONS	\$ 1,107.92	\$ 14,797.24
ROAD USE TAX	\$ 13,102.82	\$ 6,639.92
EMPLOYEE BENEFITS	\$ 5,069.61	\$ 4,126.75
EMERGENCY FUND	\$ 442.35	\$ -
TIF-CR ESTATE	\$ 15,984.97	\$ -
TIF-WH PINES SUBDIVISIO	\$ 977.65	\$ -
TIF-POLK CO. BANK	\$ 3,060.56	\$ -
TIF ORIGINAL (420-844)	\$ 1,325.89	\$ -
LIBRARY TRUST FUND	\$ -	\$ 5,155.52
VM COMMUNITY BETTERMENT	\$ -	\$ 65.00
DEBT SERVICE	\$ 5,395.10	\$ -
WATER	\$ 30,555.40	\$ 17,337.66
SEWER	\$ 14,786.61	\$ 8,807.48

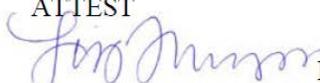
*****REPORT TOTAL***** \$ 134,121.91 \$ 117,654.41

- d. Resolution #2016-19, "A resolution to accept written requests for TIF certification from Crestview Estates No1 LLC and Grinnell St Bank per development agreements."

Sacker moved supported by Peterson to adopt and approve Resolution #2016-20, "A Resolution Adopting the Revised Consent Agenda." Passed unanimously.

- 8) Mayor Adams asked staff to present the request to conduct a demolition burn on the house at 705 Main Street in Van Meter. Anderson noted that Paul Scieszinski, who is purchasing the property at 705 Main Street on contract, requested that the Fire Department burn the house on the property. Anderson also explained that Al Suckow, the deed holder, requested that if the City chooses to burn the house that the City indemnify him from any liability arising from the City's decision and action. Anderson and Fire Chief Bruen explained to the Council that the information they were able to gather suggested that the clean-up costs after burning the house was about the same, to the property owner, as the cost of cleaning up the property without burning the house. Further, the house did not provide the Fire Department with training benefits so the burn would be strictly for demolition purposes. Despite the desire of the City to clean up the property, staff recommended that the City decline the request to burn the structure at 705 Main Street. Peterson moved supported by Stump to deny the request to conduct the demolition burn. On roll call the votes were as follows: Stump – Yes; Peterson – Yes; Sacker – Yes; Lyon – No. Motion passed. The request was denied, the City will not burn the house.
- 9) Mayor Adams asked Jeremy Rounds from the Southern Iowa Council of Governments to present the proposal to apply for a CDBG Downtown Façade Grant. Rounds explained to the council that, along with city staff, SICOG conducted a blight survey of the downtown areas earlier this year and found 8 properties that might qualify for the program. Further a minimum of 8 properties were required to qualify for the grant and the City would need to spend \$6,000-\$12,000 to hire an architect to put together the necessary supporting documents to complete the grant application. Anderson noted that he spoke to some of the property owners and 1 wanted to proceed quicker than the grant would allow but others expressed some basic interest. Given the need for 100% participation and the expressed wishes of 1 already planning to move forward Anderson recommended that the Council table the proposal until such a time as the City may better qualify. Moved by Peterson supported by Lyon to table discussions relative to the CDBG Downtown Façade Grant. Passed unanimously.
- 10) Mayor Adams asked Anderson to present the proposal to join the Greater Des Moines Partnership. Anderson explained that in support of the City's economic development efforts it is necessary to participate on a regional basis. Anderson explained that economic development leads generally come to the City via the Greater Des Moines Partnership and that membership would help to streamline the process. Further, the Partnership organizes a number of networking events that provide the necessary forums to get projects started. Lyon moved supported by Peterson to approve participation in the Partnership's economic development activities for no more than \$4,000/year. Passed unanimously.
- 11) Mayor Adams asked Administrator Anderson to present the proposal to add backup generators to the City's water distribution system. Anderson explained that the City's growth and the related lawn irrigation has revealed a weakness in the City's water system. Should electricity go down for an extended period of time the City would only have approximately 12 hours of water supply in the water tower during peak irrigating seasons. Staff recommended that the City Council authorize a project not to exceed \$55,000 to add backup generators to the water distribution system. Moved by Peterson supported by Lyon. Passed unanimously.
- 12) Staff/Council Reports
City Admin Anderson noted the need for a Council work session regarding tax abatement.
- 13) Having no further business Mayor Adams asked for a motion to adjourn. Moved by Lyon supported by Peterson. Passed unanimously.

 Allan B. Adams, Mayor

ATTEST
 Liz Thompson, City Clerk

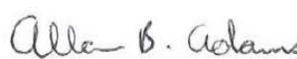
- 1) The Van Meter City Council met for a special council meeting on Thursday, November 10, 2016 at the Van Meter City Hall. Mayor Allan Adams called the meeting to order at 6:04PM. The following council members were present upon roll call: Kim Sacker, Mike Peterson, Lyn Lyon, and Owen Stump.

Staff present: City Administrator Jake Anderson and Bond Counsel John Danos by phone.

- 2) Mayor Adams asked for a motion to approve the agenda. Moved by Peterson supported by Sacker. Passed unanimously.
- 3) Mayor Adams asked Anderson to present the proposal to issue notice of intent to fill a vacancy on the City Council by appointment. Anderson stated that Elizabeth Tweed resigned from the Council and that the City has 60 days to fill the position by appointment or by calling a special election. Anderson explained that the term for the position expires on December 31, 2017 and that regardless of an appointment the public has the right to request a special election by filing a petition with the Dallas County Auditor's office. Anderson noted that the cost of a special election is estimated to be \$6,000-8,000 and will be paid for by Van Meter tax payers. Sacker moved supported by Stump to issue notice to fill the vacancy by appointment. Passed unanimously.
- 4) Mayor Adams asked Anderson and Danos to outline the issues related to the City's urban revitalization plan (tax abatement). Anderson explained that the City's urban revitalization plan expired on January 1, 2016 and during the summer of 2016 the City hired Simmering-Cory to conduct a windshield blight assessment. The assessment found that on a city-wide basis the City of Van Meter is 19.3 percent blighted. Danos explained that the City Council possesses the legislative prerogative to establish, based on the evidence, a revitalization area under Chapter 404.1 of the Iowa Code.

After much discussion the City Council felt that in addition to the presence of a substantial number of deteriorated or deteriorating structures identified by the windshield assessment of blight, there also exists a predominance of inadequate street layout in so far as street infrastructure is lacking, lot layouts in relation to size are faulty, diversity of ownership is lacking, and that the combination of such factors substantially impairs or arrests the sound growth of the municipality and retards the provision of housing accommodations and constitutes an economic or social liability and is a menace to the public health, safety, or welfare in its present condition and use. The Council directed staff to prepare the necessary ordinances and resolutions to establish an urban revitalization area pursuant to Chapter 404.1.2 of the Code of Iowa.

- 5) There were no other reports.
- 6) Having no further business Mayor Adams asked for a motion to adjourn. Moved by Lyon supported by Stump. Passed unanimously.

 Allan B. Adams, Mayor

ATTEST
 Liz Thompson, City Clerk

**ACCOUNTS PAYABLE ACTIVITY
CLAIMS REPORT**

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
ACCOUNTS PAYABLE CLAIMS				
ACCO	WATER CHEMICALS	537.00		
ADLAI LOUNSBURY	REFEREE COSTS SOCCER	20.00		
AGSOURCE COOPERATIVE SERVICES	PUBLIC WATER TESTING	102.00		
ALEX BRAYTON	STL CONF REIMBURSEMENTS	335.49		
Awards Program Services, Inc.	SOCCER MEDALS W/RIBBONS	172.00		
BAKER & TAYLOR	NEW BOOKS AND MOVIES	264.18		
BOBS AUTO PARTS	FLOOR DRY	105.91		
BSN SPORTS	YOUTH BASKETBALL EQUIPMENT	1,658.66		
CADEN TOST	REFEREE COSTS SOCCER	135.00		
CADEN TOST	REF FEES	294.24	26461	10/13/16
CARE	UTILITY BILLS/NEWSLETTER NOV	50.00		
CARPENTER UNIFORM CO	PD/FD UNIFORMS	1,502.34		
CARTER COPPINGER	REFEREE COSTS SOCCER	85.00		
CASEY'S GENERAL STORE	PD GAS	448.42		
CENTURY LINK	LIBRARY PHONE	232.50		
CHRIS COFFIE	REFEREE COSTS SOCCER	150.00		
CITY OF WEST DES MOINES	DCLHTF CITY CONT FY 16/17	762.00		
CLARA WALDRON	REFEREE COSTS SOCCER	10.00		
COLBY WIEDERHOLT	REFEREE COSTS SOCCER	210.00		
CULLIGAN	LIBRARY WATER	45.15		
CUSTOM LAWN CARE & LANDSCAPING	WINTERIZER PARKS & REC COMPLEX	1,856.00		
DALLAS CO RECORDER	RECORD CUNNINGHAM REIS CO	12.00		
DALLAS COUNTY NEWS	LEGAL PUBLICATIONS	139.23		
DELTA DENTAL	EMPLOYEE DENTAL INS	933.28	11178687	10/31/16
DYKSTRA CONCRETE LLC	2 PADS FOR GENERATOR PUMP ST	750.00		
EARL MAY	TREES PLEASE TREES FOR REC COM	1,860.00		
EARLHAM SAVINGS BANK	ACH FEES	25.00	11178684	10/31/16
EDEN MOORE	REFEREE COSTS SOCCER	20.00		
EFTPS	FED/FICA TAX	4,214.06	11178677	10/21/16
EFTPS	FED/FICA TAX	310.68	11178680	10/28/16
EFTPS	FED/FICA TAX	4,058.73	11178681	11/04/16
ELECTRONIC ENGINEERING	RADIO REPAIR	117.95		
EMMA BARR	REFEREE COSTS SOCCER	85.00		
EVAN OLIVER	REFEREE COSTS SOCCER	30.00		
FELD FIRE	PUMP TEST	556.00		
FORTE	CREDIT CARD ACCEPTANCE FEES	16.07	11178682	10/31/16
FORTE	ONLINE PAYMENT ACCEPT FEES	51.79	11178683	10/31/16
FORTERRA	JOINT SEAL/ADJUSTABLE RING	331.00		
GCMOA	GCMOA 16/17 MEMBERSHIP DUES	20.00		
HEARTLAND COOP	FD DIESEL	122.09		
HEARTLAND COOP	FD DIESEL	190.91	26425	10/11/16
HEIMAN FIRE EQUIPMENT	STORZ SWIVEL INTAKE VALVES	3,424.05		
ICMA	FY16/17 MEMBERSHIP RENEWAL	680.00		
IFMVCV	MONTHLY RENT PER LEASE/OPTION	1,000.00		
IOWA DEPARTMENT OF NATURAL RES	ANNUAL WATER USE FEE 2017	66.00	26462	10/13/16
IOWA ONE CALL	LOCATE EMAILS	80.20		
IOWA RURAL WATER ASSOC	MEMBERSHIP DUES JAN 17-DEC 17	275.00		
IPERS	PROTECT IPERS	2,444.46	11178675	10/21/16
IPERS	IPERS	200.21	11178678	10/28/16
IPERS	IPERS	864.55	11178685	10/31/16
JIMS JOHNS INC	PORTABLE KYBO UNITS	200.00		

**ACCOUNTS PAYABLE ACTIVITY
CLAIMS REPORT**

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
KADENCE WIGANT	REFEREE COSTS SOCCER	5.00		
KONICA MINOLTA	CONTRACT COVERAGE 7/1-9/30/16	196.44	26432	10/11/16
LIZ THOMPSON	MILEAGE	29.48		
MARK'S TRUCK SERVICE	E835 PRIMER REPAIR	105.00		
MATHESON TRI GAS INC	OXYGEN	319.87		
MEDIACOM	INTERNET SERVICES	205.90		
METHODIST OC/HEALTH & WELLNESS	DAGGETT DOT DRUG SCREEN	21.25		
MIDAMERICAN ENERGY	GAS/ELEC	2,340.16		
MMIT BUSINESS SOLUTIONS GROUP	BASE CHARGE/OVERAGE CHARGE	371.69		
MONTICELLO PUBLIC LIBRARY	THE GIRL W THE LOWER BACK TATT	19.00		
OFFICE DEPOT	OFFICE SUPPLIES	127.19		
POSITIVE PROMOTIONS INC	FIRE PREVENTION WEEK SUPPLIES	1,002.07		
REGAN BERNHARDT	REFEREE REIMBURSEMENT	8.47		
RHODES INC	ROADSTONE FOR PUBLIC WORKS	377.40		
SAFELITE FULFILLMENT INC	FIRE TRUCK REPAIR	63.55		
SAM'S CLUB MC/SYNCB	CREDIT CARD PAYMENT	6.99		
SAM'S CLUB MC/SYNCB	LODGING PW FALL CONFERENCE	440.00	446.99	26446 10/11/16
SHARLOTTE PETERSON	REFUND	60.00		
SHORTEL INC	PHONE SERVICES	275.06		
SHORTEL INC	PHONE CHARGES	275.06	550.12	26449 10/11/16
SIMMERING-CORY INC	WINDSHIELD SURVEY	2,100.00		
SPORTSMAN'S WAREHOUSE	QUALIFICATION AMMO	608.72		
SURPASS SOFTWARE	SOFTWARE SERVICE RENEWAL	1,775.00		
THE HARTFORD	EMPLOYEE LIFE/DIS	308.92	11178688	10/31/16
TREAS - STATE OF IOWA W/H	STATE TAX	714.00	11178676	10/21/16
TREAS - STATE OF IOWA W/H	STATE TAX	55.00	11178679	10/28/16
TYCO INTEGRATED SECURITY LLC	QUARTERLY BILLING 4TH	120.00		
TYLER COFFIE	REFEREE COSTS SOCCER	145.00		
UNITYPOINT CLINIC	DRUG TEST RESULTS	37.00		
US POSTMASTER	SPECIAL APPOINTMENT CARDS	134.30		
US POSTMASTER	NOV UT BILLS/NEWSLETTERS	201.35	335.65	26464 10/28/16
VEENSTRA & KIMM INC	BUILDING INSPECTIONS	5,492.80		
VERIZON WIRELESS	CELL PHONE CHARGES	506.49		
VERIZON WIRELESS	PD CELL PHONE CHARGES	594.03	1,100.52	26456 10/11/16
VM YOUTH WRESTLING	WRESTLING FEES	2,447.00		
WASTE CONNECTIONS	GARBAGE CONTRACT	6,712.21		
WAUKEE HARDWARE & RENT IT	FD BUIDLING MAINT SUPPLIES	26.55		
WD DOOR	GARAGE DOOR SPRING	148.50		
WELLMARK	EMPLOYEE HEALTH BENEFITS	12,420.74	11178686	10/31/16
WELLS FARGO CC	LIB PROGRAM SUPPLIES	667.07		
WELLS FARGO CC	ICMA LODGING	1,226.72	1,893.79	26459 10/11/16
WHITFIELD & EDDY PLC	LEGAL SERVICES	2,011.00		
**** PAID TOTAL ****		30,102.24		
**** SCHED TOTAL ****		46,653.89		
**** OPEN TOTAL ****				
**** ON HOLD TOTAL ****				
***** REPORT TOTAL *****		76,756.13		

**ACCOUNTS PAYABLE ACTIVITY
CLAIMS REPORT**

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
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**ACCOUNTS PAYABLE ACTIVITY
CLAIMS DEPT SUMMARY**

DEPT DEPT NAME	TOTAL	CHECK#	DATE
LIABILITIES	11,997.14		
POLICE	6,858.77		
EMERGENCY MANAGEMENT	12.70		
FIRE	7,410.23		
AMBULANCE	470.77		
ROADS, BRIDGES, SIDEWALKS	3,351.60		
STREET LIGHTING	212.93		
GARBAGE	6,712.21		
LIBRARY	4,664.27		
PARKS	21.02		
RECREATION	10,833.73		
ECONOMIC DEVELOPMENT	2,862.00		
MAYOR/COUNCIL/CITY MGR	864.55		
CLERK/TREASURER/ADM	2,180.36		
LEGAL SERVICES/ATTORNEY	7,643.03		
CITY HALL/GENERAL BLDGS	676.28		
WATER	5,815.39		
SEWER/SEWAGE DISPOSAL	4,169.15		

**ACCOUNTS PAYABLE ACTIVITY
CLAIMS FUND SUMMARY**

FUND	FUND NAME	TOTAL	CHECK#	DATE
001	GENERAL	32,230.57		
059	PARK OPERATIONS	11,021.44		
110	ROAD USE TAX	3,590.81		
112	EMPLOYEE BENEFITS	8,912.21		
125	TIF-CR ESTATE	2,862.00		
182	LIBRARY TRUST FUND	4,030.93		
183	VM COMMUNITY BETTERMENT	130.00		
600	WATER	7,833.11		
610	SEWER	6,145.06		



CITY OF VAN METER

Bank Reconciliation/Financial Summary - Month/Year: October 2016

<u><i>Treasurer's Report</i></u>	
Book Balance, Beginning of Month:	\$1,081,321.93
Add: Total Revenues this Month: with transfers	\$392,102.42
Less: Total Expenditures this Month: with transfers	(\$90,171.63)
Add: Δ Liability	\$0.00
Book Balance End of Month:	\$1,383,252.72

<u><i>Bank Reconciliation</i></u>	
Checking Account Balance End of Month:	\$1,143,945.71
Less: Outstanding Transactions (Cash Report):	(\$11,022.99)
Adjusted Checking Account Balance:	\$1,132,922.72
Currency	
Petty Cash: (res Nov 2004)	\$100.00
Change Fund:	\$30.00
Concessions Change Fund: (Res 2015-24)	\$200.00
Total Currency:	\$330.00
Investments: (Interest for month included)	
IPAIT	
IPAIT – general	\$0.00
IPAIT – park	\$0.00
IPAIT – library	\$0.00
IPAIT – library/technology	\$0.00
IPAIT TOTAL:	\$0.00
Certificate of Deposit/ESB	\$250,000.00
Wells Fargo – savings acc't	\$0.00
Total Investments:	\$250,000.00
Total of Bank Statements End of Month	\$1,383,252.72

Difference:	\$0.00
Note(s):	

Verify: Mayor or Mayor Pro Tem:

CALENDAR 10/2016, FISCAL 4/2017

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001 GENERAL	37,206.79-	115,525.86	28,645.95	.00	49,673.12
049 VEHICLE INSPECTION FUND	.00	.00	.00	.00	.00
051 LIBRARY TECHNOLOGY FUND	134.34	.00	.00	.00	134.34
052 PW-VEHICLE REPLACEMENT	7,000.00	.00	.00	.00	7,000.00
053 FD-VEHICLE REPLACEMENT	18,044.93	.00	.00	.00	18,044.93
054 VEHICLE REPLACEMENT-POL	5,631.25	.00	.00	.00	5,631.25
055 VEHICLE REPLACEMENT-FIR	5,980.07	.00	.00	.00	5,980.07
056 TECHNOLOGY REPLACEMENT-	5,000.00	.00	.00	.00	5,000.00
057 BUILDING REPAIR RESERVE	3,000.00	.00	.00	.00	3,000.00
058 FARMERS MARKET	3,334.21	.00	.00	.00	3,334.21
059 PARK OPERATIONS	74,938.92	22,550.35	11,038.36	.00	86,450.91
060 GAS/ELEC FRANCHISE FEE	34,319.18	13,638.43	.00	.00	47,957.61
110 ROAD USE TAX	74,213.08	10,100.39	7,333.96	.00	76,979.51
112 EMPLOYEE BENEFITS	29,302.50	32,790.38	11,912.91	.00	50,179.97
119 EMERGENCY FUND	935.63	2,861.35	.00	.00	3,796.98
121 LOCAL OPTION SALES TAX	.00	.00	.00	.00	.00
125 TIF-CR ESTATE	290,755.70	89,680.00	.00	.00	380,435.70
126 TIF-WH PINES SUBDIVISION	51,790.89	14,362.09	.00	.00	66,152.98
127 TIF-POLK CO. BANK	53,611.28	8,535.81	.00	.00	62,147.09
128 TIF-STANDBROUGH	.00	.00	.00	.00	.00
129 TIF ORIGINAL (420-844)	13,823.79	10,153.61	.00	.00	23,977.40
180 PARK TRUST FUND	36,786.36	.00	.00	.00	36,786.36
181 REC TRUST	.00	.00	.00	.00	.00
182 LIBRARY TRUST FUND	40,733.14	.00	4,374.79	.00	36,358.35
183 VM COMMUNITY BETTERMENT	3,218.92	.00	65.00	.00	3,153.92
184 CDBG/HOUSING PROJECT	.00	.00	.00	.00	.00
185 REC CAPITAL FUND	23,792.04	.00	.00	.00	23,792.04
186 SITE CERT/WA PROJECT	123,122.83	.00	58.00	.00	123,064.83
200 DEBT SERVICE	10,768.56	33,672.22	.00	.00	44,440.78
205 DEBT SERVICE-WATER	.00	.00	.00	.00	.00
213 DEBT SERVICE-LIFT STATI	.00	.00	.00	.00	.00
300 SIDEWALK CAPITAL PROJEC	.00	.00	.00	.00	.00
500 CEMETARY-PERPETUAL CARE	23,700.00	.00	.00	.00	23,700.00
600 WATER	125,749.77	24,339.36	12,601.71	.00	137,487.42
606 WATER MAIN PROJECT	37,710.29	.00	.00	.00	37,710.29
610 SEWER	21,131.04	13,892.57	14,140.95	.00	20,882.66
612 DEBT SERVICE-SEWER LAGO	.00	.00	.00	.00	.00
Report Total	1,081,321.93	392,102.42	90,171.63	.00	1,383,252.72

Applicant License Application (LE0002070)

Name of Applicant: <u>Casey's Marketing Company</u>		
Name of Business (DBA): <u>Casey's General Store #1493</u>		
Address of Premises: <u>700 Debra Drive</u>		
City <u>Van Meter</u>	County: <u>Dallas</u>	Zip: <u>50261</u>
Business <u>(515) 996-9004</u>		
Mailing <u>PO Box 3001</u>		
City <u>Ankeny</u>	State <u>IA</u>	Zip: <u>500218045</u>

Contact Person

Name <u>JESSICA FISHER, Store Operations</u>
Phone: <u>(515) 446-6404</u> Email <u>JESSICA.FISHER@caseys.com</u>

Classification Class E Liquor License (LE)

Term:12 months

Effective Date: 01/10/2018

Expiration Date:

Privileges:

Class E Liquor License (LE)

Status of Business

BusinessType: <u>Publicly Traded Corporation</u>
Corporate ID Number: <u>184278</u> Federal Employer ID <u>42-1435913</u>

Ownership

42-0935283 Casey's General Stores, Inc.

First Name: <u>42-0935283</u>	Last Name: <u>Casey's General Stores, Inc.</u>
City: <u>Ankeny</u>	State: <u>Iowa</u> Zip: <u>50021-804</u>
Position: <u>Owner</u>	
% of Ownership: <u>100.00%</u>	U.S. Citizen: <u>Yes</u>

Michael Richardson

First Name: <u>Michael</u>	Last Name: <u>Richardson</u>
City: <u>Pleasant Hill</u>	State: <u>Iowa</u> Zip: <u>50327</u>
Position: <u>President</u>	
% of Ownership: <u>0.00%</u>	U.S. Citizen: <u>Yes</u>

Julia L. Jackowski

First Name: <u>Julia L.</u>	Last Name: <u>Jackowski</u>
City: <u>Urbandale</u>	State: <u>Iowa</u> Zip: <u>50322</u>
Position: <u>Secretary</u>	
% of Ownership: <u>0.00%</u>	U.S. Citizen: <u>Yes</u>

Applicant License Application (LE0002070)

Name of Applicant: <u>Casey's Marketing Company</u>		
Name of Business (DBA): <u>Casey's General Store #1493</u>		
Address of Premises: <u>700 Debra Drive</u>		
City <u>Van Meter</u>	County: <u>Dallas</u>	Zip: <u>50261</u>
Business <u>(515) 996-9004</u>		
Mailing <u>PO Box 3001</u>		
City <u>Ankeny</u>	State <u>IA</u>	Zip: <u>500218045</u>

Contact Person

Name <u>JESSICA FISHER, Store Operations</u>
Phone: <u>(515) 446-6404</u> Email <u>JESSICA.FISHER@caseys.com</u>

Classification Class E Liquor License (LE)

Term:12 months

Effective Date: 01/10/2017

Expiration Date: 01/09/2018

Privileges:

- Class B Native Wine Permit
- Class C Beer Permit (Carryout Beer)
- Class E Liquor License (LE)
- Sunday Sales

Status of Business

BusinessType: <u>Publicly Traded Corporation</u>
Corporate ID Number: <u>184278</u> Federal Employer ID <u>42-1435913</u>

Ownership

42-0935283 Casey's General

Stores, Inc.
First Name: 42-0935283 **Last Name:** Casey's General Stores, Inc.
City: Ankeny **State:** Iowa **Zip:** 50021-804
Position: Owner
% of Ownership: 100.00% **U.S. Citizen:** Yes

Michael Richardson

First Name: Michael **Last Name:** Richardson
City: Pleasant Hill **State:** Iowa **Zip:** 50327
Position: President
% of Ownership: 0.00% **U.S. Citizen:** Yes

Robert C. Ford

First Name: Robert C. **Last Name:** Ford

City: Dallas Center **State:** Iowa **Zip:** 50063
Position: Vice President
% of Ownership: 0.00% **U.S. Citizen:** **Yes**
Julia L. Jackowski
First Name: Julia L. **Last Name:** Jackowski
City: Urbandale **State:** Iowa **Zip:** 50322
Position: Secretary
% of Ownership: 0.00% **U.S. Citizen:** **Yes**
James Pistillo
First Name: James **Last Name:** Pistillo
City: Urbandale **State:** Iowa **Zip:** 50323
Position: Treasurer
% of Ownership: 0.00% **U.S. Citizen:** **Yes**

Insurance Company Information

Insurance Company: <u>Merchants Bonding Company</u>	
Policy Effective Date: <u>01/10/2017</u>	Policy Expiration <u>01/01/1900</u>
Bond Effective <u>2</u>	Dram Cancel Date:
Outdoor Service Effective	Outdoor Service Expiration
Temp Transfer Effective	Temp Transfer Expiration Date:

Agenda Item #8 - Greater Dallas County Development Alliance Annual Update

Submitted for:

Information

Recommendation:

Receive and file.

Sample Language:

Mayor: *Ms. Wunsch would you please make your presentation?*

Ms. Wunsch: *Gives presentation.*

Mayor: *Does the City Council wish to discuss the proposal further? If not, I would entertain a motion to approve/deny the request.*

Mayor: *Thank you for the work you do for Van Meter and for the update.*

Services for Local Government Members

Engaging Existing Business:

Executive Call Program– available to cities that do not have a program of their own. And/or will partner with those cities to cover more business connections.

- Visit B2B companies to support needs of employers and identify business expansion opportunities
- Staff is currently creating a survey to be sent to business owners who may not have the time to meet in person
- Holds CEO meeting to find trends and issues facing our local businesses.

Business Growth & Expansions

- Facilitate and participate with city staff in expansion projects by identifying and obtaining assistance for existing businesses and local governments

Attracting New Business:

Web Presence

- Provide an up-to-date website with valuable statistics and information, marketing the service area as a premier business location

Certified Sites

- We are the experts in site certification, and know the steps to get your community's site certified. We represent these sites at national trade shows and to businesses looking at Dallas County

Building and Site Representation

- Represent available buildings or sites to prospective businesses

New Business Locations

- Facilitate new locations by serving as a resource between new business prospect and local regional and state entities...we are part of the team for your community.

Working with our Communities:

Information Resource

- Serve as an information resource for a wide variety of topics, including legislative issues, funding opportunities, demographics, etc.

Grant Writing

- Provide grant writing and administration to obtain funding for community projects. Depending on the grant there may be a small fee for this service.

New Rural and Marketing Programs

- New programs including Strategic Planning and Community visioning for Rural Communities. This is an additional fee to membership.

New Communications & Education Sessions

- Offer 10 sessions throughout the year on a variety of local government topics.
- New community driven initiative. Each community tells us some of the issues they face and we create a specialized education session focusing on those issues. The meeting is open to all members

Sustainability

- Encourage and assist your community in implementing sustainable practices in your community plans and projects

Preparedness

- Dallas County Development Alliance is undergoing a huge project that will better prepare the county, particularly the rural communities, for the incredible westward growth of the Des Moines Metro

The Alliance recently assisted the community of Van Meter with: Community Support:

- Maintain and update community profile on LocationOne Information System (LOIS) online database that is accessed through Alliance and State of Iowa website.

Community Education Series:

- Launched in January 2014, this series has been very popular with the local elected officials. Topics have included: TIF (2 sessions), Grants, Sustainability, Housing, Legislation impacting local government, Local Option Sales Tax, boards and governance, assessment of commercial and housing properties, Affordable Care Act, and most recently, Grantfinder.
- In addition to the general education sessions, this year, we are asking you, the community, to let us know that issues you face. We then will create a personalized educational meeting in your community to help you better understand these issues.

GrantFinder:

- Database license: GrantFinder Program is a database of 2,500 federal, state, corporate and foundation grants in a user friendly real-time format. It allows communities to track upcoming grants that may assist their community with projects and or community needs. The Alliance holds a license that allows 50 users to access grant information.

Member Benefits:

- Van Meter is on the Alliance's website, with a link to the City's website, and a link to an additional page on the Alliance's site detailing demographic information
- Invited to many Alliance Events, including the Annual Meeting, Holiday Party, Community Development Updates, Education Sessions, etc.
- GDCDA has hired a new Staff member, Jeremy Voss. Jeremy has extensive knowledge and experience in Rural Development and will manage the new Rural Initiatives that GDCDA develops.

Agenda Item #9 - Resolution on Recruitment Practices

Submitted for:

Action

Recommendation:

Approval.

With multiple staff vacancies there typically exists some overlapping responsibilities. There may be an opportunity, should the right person apply, to hire fewer full time employees and supplement with seasonal staff to save on hourly wages and benefits. Administration is simply looking for the authority to make an appropriate offer should the right person apply.

Sample Language:

Mayor: *Would staff please review the proposal.*

Staff: *Gives Review.*

Mayor: *Does the City Council wish to discuss the proposal further? If not, I would entertain a motion to approve the recommendation.*

City Councilmember _____: *So moved.*

City Councilmember _____: *Second.*

Mayor: *Roll Call Please.*

City Clerk: *Lyon ___; Sacker ___; Peterson ___; Stump ___;*

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

Resolution # 2016-__ “A Resolution Approving Recruitment Practices”

WHEREAS, the City Council believes that the employees are the City’s most valuable asset and represent the essence of the government’s efficiency, effectiveness, and reputation; and

WHEREAS, the City Council wishes to provide the citizens of Van Meter with a high level of service while managing costs; and

WHEREAS, the best time to make organizational changes is when a vacancy occurs in any position; and

WHEREAS, the City Council believes that it is right and appropriate that employees cross-train, assist where needed beyond job descriptions, and otherwise break down the silos in government; now

THEREFORE, be it resolved by the City Council of the City of Van Meter, Iowa that:

Section 1. During the recruitment period that follows vacancies in positions already authorized by the City Council, the City Administrator is hereby empowered to amend position descriptions, create new positions, and make employment offers to new candidates or existing employees that the City Administrator determines will bring broader talent and/or cost savings to the city government; and

Section 2. No amendments to position descriptions, new positions, or the expansion of another employee’s duties, that the City Administrator creates under Sections 1 of this resolution shall exceed the total cost of the existing positions without further City Council approval.

Section 3. The City Council recognizes that the City Administrator, in conjunction with the Department heads, may make changes in an attempt to save tax dollars. As such, the City Council will work with the City Administrator if such changes need to be revised or repealed.

PASSED AND APPROVED this 17th Day of November, 2016.

_____ Allan B. Adams, Mayor

ATTEST:

_____ Liz Thompson, City Clerk

Agenda Item #10 - Resolution to set a public hearing to acquire Ag property for the water plant project by eminent domain

Submitted for:

Action

Recommendation:

Approval.

To keep the project schedule on track it is prudent to follow the necessary procedures to acquire the property by eminent domain should negotiations with the property owner fail. This resolution simply gives notice that a public hearing will be held before we take action to declare our intent to acquire the property.

Sample Language:

Mayor: *Would staff please review the proposal.*

Staff: *Gives Review.*

Mayor: *Does the City Council wish to discuss the proposal further? If not, I would entertain a motion to approve the proposal.*

City Councilmember _____: *So moved.*

City Councilmember _____: *Second.*

Mayor: *Roll Call Please.*

City Clerk: *Lyon ___; Sacker ___; Peterson ___; Stump ___;*

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

NORTH
1" = 200'

PARCEL B
1.30 ACRES

PARCEL A
1.49 ACRES



CITY OF VAN METER
WATER PLANT SITE

1/5/2005
D:\libell\Van Meter\US\93\WaterPlantSite\Map-5-8-05.dgn



November 10, 2016

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

VAN METER, IOWA
WATER TREATMENT AND WATER SYSTEM IMPROVEMENT
CHAPTER 6B PUBLIC HEARING

Enclosed are copies of the following documents to be used in setting and holding a public hearing under Chapter 6B of the Code of Iowa for the acquisition of a site for the water treatment plant.

- Resolution setting the public hearing
- Resolution to be adopted after the public hearing
- Mailed notice
- Published notice
- Letter to property owner
- Location map

The City is considering the acquisition of a portion of the Michael Wahlert property. The only property owner that would be notified of this public hearing would be Mr. Wahlert.

The Wahlert property is classified as agricultural property. The requirements for the public hearing are set forth in Section 6B.2A of the Code of Iowa. Under Section 6B.2A the City must mail the notice to Mr. Wahlert at least 30 days prior to the hearing. Under Section 6B.2A the notice must be published not less than 4 nor more than 20 days prior to the public hearing.

Jake Anderson
November 10, 2016
Page 2

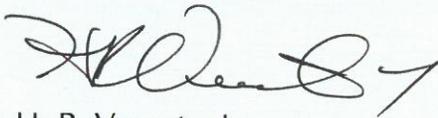
The mailed notice must include a copy of the resolution the City proposes to adopt following the public hearing and the drawing showing the proposed location of the project and tentative property acquisition. The writer has included a draft of a letter to Mr. Wahlert. The letter is not required under Chapter 6B, but a letter is often used to provide context to the property owners regarding the public hearing.

The proposed steps for the public hearing process would be as follows:

- November 17, 2016 City Council action to adopt the resolution setting the public hearing
- December 9, 2016 Mailing of notice to Michael Wahlert
- December 31, 2016 Earliest date for publication of notice
- January 14, 2017 Latest date for mailing of notice
- January 19, 2017 Public hearing at City Council meeting
- January 19, 2017 City Council action adopting resolution on intent to acquire property

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
19349
Enclosure

**RESOLUTION SETTING HEARING ON THE INTENT TO ACQUIRE
AGRICULTURAL AND OTHER PROPERTY FOR WATER TREATMENT
PLANT AND AUTHORIZE ACQUISITION OF THE NECESSARY PROPERTY
INTERESTS THEREOF FROM VARIOUS PROPERTY OWNERS FOR THE
WATER TREATMENT PLANT PROJECT BY GIFT, NEGOTIATION, OR
EMINENT DOMAIN**

WHEREAS, under the provisions of Chapter 6B of the Iowa Code, a governmental entity which proposes to acquire agricultural land under power of eminent domain for a public improvement project is required to give notice of intent to commence the project to all owners and record contract purchasers of such agricultural land whose properties may be acquired in whole or in part for the project (see Sections 6A.21(a) and 6B.2A of the Iowa Code); and

WHEREAS, under the provisions of Section 6B.2D of the Iowa Code, an acquiring agency is also required to give notice of a proposed resolution, motion, or other document authorizing acquisition of property by eminent domain to each property owner, contract purchaser of record and any tenant known to be occupying the property at least fourteen (14) days prior to the date of the meeting at which such proposed authorization will be considered; and

WHEREAS, a plat has been prepared which shows this proposed improvement and identifies the proposed properties with any potential for any form of property acquisition activity; i.e. temporary construction easements, permanent easements, and fee simple interests; and

WHEREAS, in accordance with Sections 6B.2A and 6B.2D of the Code of Iowa, before the City of Van Meter can proceed with said project that affects agricultural and other property, the City Council must:

- (a) Hold a public hearing giving persons interested in the proposed project the opportunity to present their views and objections regarding the project, and regarding the proposed acquisition of agricultural and other property for the project by gift, negotiation or eminent domain.
- (b) Adopt a resolution to approve the project and authorize acquisition of private agricultural and other property for the project by eminent domain.
- (c) Mail notices as required by Iowa Code Sections 6B.2A and 6B.2D to all property owners, contract purchasers of record, and any known tenants with any potential for any form of property acquisition activity for this project, and publish notice as specified in the Iowa Code.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VAN METER:

1. That a public hearing shall be held on January 19, 2017 at 7:00 P.M. in the Veterans Reception Center, 910 Main Street, Van Meter, Iowa 50261. At that time the City Council will consider the above-described project, the intent to fund the design and make final location selection for the public improvement, and whether to approve acquisition of private agricultural and other property for this public improvement by gift, negotiation or eminent domain.
2. That the City Clerk is hereby instructed to cause notice to be published and mailed as required by law of the pendency of this resolution and of the time and place of the hearing at which persons interested in the proposed project may present their views and objections regarding the acquisition of private agricultural and other property for the project by gift, negotiation or eminent domain, said Notices to be in substantially the attached forms.

Agenda Item #14 - Reports

Submitted for:
Information
Recommendation:

Sample Language:

Department/Committee Reports:

- a. Staff Reports
 - i. Parks and Rec
 - ii. Library
 - iii. Public Safety
 - iv. Public Works
 - v. Attorney
 - vi. Engineer
 - vii. Administrator
- b. Council Committees
 - i. Finance, Lyon, Peterson, Adams
 - ii. Policy, Peterson, Sacker, Adams
 - iii. Economic Development, Lyon, Adams
 - iv. Public Safety, Adams, Stump, Lyon
 - v. Public Works/Infrastructure, Stump, Sacker, Adams
 - vi. Ad-Hoc Committees
- c. Liaison Reports
 - i. EMA, E911, Adams, :yon
 - ii. Library Board, Peterson
 - iii. Parks and Rec Board, Sacker

Agenda Item #12 - City Admin Performance Eval

Submitted for:

Discussion

Recommendation:

N/A

Sample Language:

Mayor: *Does the Administrator wish for the conversation to occur in closed session?*

Admin: *Yes*

City Councilmember _____: *So moved.*

City Councilmember _____: *Second.*

Mayor: *Roll Call Please.*

City Clerk: *Lyon ___; Sacker ___; Peterson ___; Stump ___;*

Mayor: *We are adjourned into closed session the public is dismissed. Thank you.*

Agenda Item #13 - Possible Action Concerning the Admin's Performance Eval

Submitted for:

Possible Action

Recommendation:

Withheld.

Sample Language:

Mayor: *Does the Council wish to take action concerning the Administrators Performance as discussed in closed session?*

City Councilmember _____: *Motion.*

City Councilmember _____: *Second.*

Mayor: *Roll Call Please.*

City Clerk: *Lyon ___; Sacker ___; Peterson ___; Stump ___;*

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

Resolution # 2016-_____ “A Resolution Concerning the Administrators Performance”

Whereas, the employment agreement between City Administrator Jake Anderson and the City of Van Meter prescribes an annual performance evaluation, and

Whereas, the Mayor and City Council have prepared an evaluation based on a mutually agreed upon process, and

Whereas, the Mayor and City Council have met with Mr. Anderson concerning the same, now

Therefore be it resolved that the City Council of Van Meter, Iowa hereby concludes that Mr. Anderson’s performance is satisfactory.

Further it is resolved that the City Council acknowledges, and again approves, the provisions of the employment agreement concerning compensation given a satisfactory performance evaluation.

Passed and Approved this 17th Day of November 2016.

_____ Allan B. Adams, Mayor

ATTEST:

_____ Liz Thompson, City Clerk

Agenda Item #114 - 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: *Lyon ___; Stump ___; Sacker ___; Peterson ___;*

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