

-NOTICE OF A PUBLIC MEETING-
Governmental Body: Van Meter City Council
Date of Meeting: Thursday, March 24, 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 February 18, 2016 and March 4, 2016 City Council meetings
 - b. February Claims list
 - c. February Financial Statement
 - d. Approve the Fieldhouse’s Liquor License.
8. A second public hearing to receive feedback from the residents of the “Feldman Acres” rural subdivision on a proposal to amend the water service and billing arrangement. Action may be taken.
9. Action on a proposed resolution to establish a Bob Feller Little League Scholarship.
10. Action on a proposal to engage Dorsey and Whitney to amend the Urban Renewal Plan and Urban Revitalization Plan.
11. Action on a proposed resolution approving and adopting a memorandum of understanding between the City of Van Meter, Veenstra and Kimm Inc, and Gene Gabus for the waiver of building permit fees, water connection fees, and sewer connection fees.
12. A presentation of the financial audit for fiscal year ending June 30, 2015. – Brian Brustkern, AOS.
13. 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
 - v. Public Works/Infrastructure, Stump
 - vi. Ad-Hoc Committees
 - c. Liaison Reports
 - i. EMA/E911, Adams/Lyon
 - ii. Library Board, Peterson
 - iii. Parks and Rec Board, Sacker
 - iv. VM School Board, Lyon/Stump
 - v. MAC, Sacker
14. Adjourn

Agenda Item #1 - Call to Order

Submitted for:

Recommendation:

Sample Language:

Mayor: *The time is Seven O'clock PM on Thursday, February 18, 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 ___; Tweed ___; 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 ___; Tweed ___; Peterson ___; Stump ___;*

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

- 1) The Van Meter City Council met for a regular council meeting on Thursday, February 18, 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, Owen Stump, Mike Peterson, Elizabeth Tweed and Lyn Lyon.

Staff present: City Administrator Jake Anderson, City Clerk Liz Thompson, City Attorney/Parliamentarian Erik Fisk, Public Safety Director/Sergeant at Arms William Daggett, City Engineer Bob Veenstra, Fire Chief Job Bruen, Public Works Director Dave Herman, Building Inspector Jason Van Ausdall, 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 Sacker supported by Tweed. 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. However, hearing no public comment 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 January 21, council meeting.
 - b. January Claims list.

VENDOR	REFERENCE	AMOUNT
A D DISTRIBUTING CO	FLAGS FOR CITY HALL/FIRE STAT	\$ 196.00
ADT SECURITY SERVICES	SECURITY SERVICES	\$ 52.62
AGSOURCE COOPERATIVE SERVICES	TESTING SERVICES	\$ 217.59
BAKER & TAYLOR	BOOK	\$ 14.39
BARNES & NOBLE BOOK SELLER	EMS TEXTBOOKS & WORKBOOKS	\$ 1,144.80
BOBS AUTO PARTS	WIPER BLADES	\$ 18.88
BUSINESS FURNITURE WAREHOUSE	FURNITURE AND CHAIRS	\$ 2,135.00
CARPENTER UNIFORM CO	DAGGET/FAUST UNIFORMS	\$ 1,490.85
CASEY'S GENERAL STORE	POLICE GAS	\$ 658.25
CENTURY LINK	PHONE CHARGES	\$ 275.42
CHARLES GABUS FORD	RENTAL VANS FOR SKI TRIP	\$ 181.25
CULLIGAN	AUTOMATIC RENTAL	\$ 21.95
DELTA DENTAL	EMPLOYEE DENTAL INS	\$ 885.60
ED FRAZIER	5035 BULLDOG AVE WA MAIN BREAK	\$ 260.00
EFTPS	FED/FICA TAX	\$ 5,185.12
ELECTRONIC ENGINEERING	PAGER REPAIR/NEW AMB RADIO	\$ 516.15
ERIK FAUST	PAY FOR DRYWALL SUPPLIES	\$ 12.58
H D SUPPLY WATERWORKS	MANHOLE RISER	\$ 274.72
HEARTLAND COOP	FD DIESEL	\$ 136.25
IACP	ITNL ASSOC OF POLICE DUES 16	\$ 170.00
IFMCV	MONTHLY RENT PER LEASE/OPTION	\$ 1,000.00
IOWA ONE CALL	EMAILS	\$ 19.90
IOWA PRISON INDUSTRIES	FAUST ACADEMY UNIFORM	\$ 225.00
IOWA STATE UNIVERSITY	2016 GTSB CONFERENCE	\$ 50.00
IOWA WORKFORCE DEVELOPMENT	WELKER UNEMPLOYMENT	\$ 1,080.00
IPERS	PROTECT IPERS	\$ 4,762.37
LIZ THOMPSON	CPM 23 THOMPSON/MILEAGE & DINE	\$ 87.06
LOWE'S	PD OFFICE IMPROVEMENTS/MISC	\$ 416.91
MATHESON TRI GAS INC	OXYGEN REPLACEMENT	\$ 327.10
MEDIACOM	INTERNET	\$ 205.90
METERING & TECHNOLOGY SOLUTION	METERS & METER SUPPLIES	\$ 826.66
MIDAMERICAN ENERGY	GAS/ELEC	\$ 3,101.75

NATL ASSOC OF SRO INC	1 YR MEMBERSHIP FAUST/DAGGETT	\$ 80.00
OFFICE DEPOT	DPS SUPPLIES	\$ 528.38
PAYPAL PAYFLOW	VERIFICATION TRANSACTION	\$ 0.25
POPULAR SUBSCRIPTION SERVICE	MAG SUBSCRIPTION RENEWAL	\$ 250.00
ROSENBAUER SOUTH DAKOTA LLC	1988 SUTHPEN 65' MINI TOWER	\$ 10,000.00
SEVEN OAKS	PARKS & REC SKI TRIP	\$ 814.00
SHORTEL INC	PHONE CHARGES CITY HALL	\$ 215.72
SLYCORD ELECTRIC CO	DPS ROOM ELECTRICAL	\$ 2,940.00
SQUARE, INC	CREDIT CARD ACCEPTANCE FEE	\$ 18.36
SQUARE, INC	VERIFICATION TRANSACTION	\$ 0.49
STIVERS FORD	PAINT NEW AMBULANCE	\$ 4,000.00
TASTE OF HOME	SUBSCRIPTION	\$ 31.98
THE HARTFORD	EMPLOYEE LIFE/DIS INS	\$ 274.65
TREAS - STATE OF IOWA W/H	STATE TAX	\$ 1,361.00
TYCO INTEGRATED SECURITY LLC	QUARTERLY BILLING	\$ 120.00
UNITYPOINT CLINIC	2016 DATA MEMBERSHIP DUES	\$ 30.00
US POSTMASTER	FEB UT BILLS/NEWSLETTER	\$ 203.22
VEENSTRA & KIMM INC	ENGINEERING SERVICES	\$ 13,285.00
VERIZON WIRELESS	CELL PHONE SERVICES	\$ 690.77
WASTE CONNECTIONS	GARBAGE CONTRACT	\$ 6,628.21
WAUKEE HARDWARE & RENT IT	SCREWS	\$ 7.76
WELLMARK	EMPLOYEE HEALTH INS	\$ 9,278.79
WELLS FARGO	SAFETY DEPOSIT BOX	\$ 40.00
	***** REPORT TOTAL *****	\$ 76,748.65

c. January Financial Statement.

FUND	RECEIVED	DISBURSED
GENERAL	\$ 68,110.66	\$ 42,458.62
VEHICLE REPLACEMENT-FIR	\$ 1,500.00	\$ -
FARMERS MARKET	\$ -	\$ 520.00
PARK OPERATIONS	\$ 1,120.00	\$ 2,754.54
GAS/ELEC FRANCHSIE FEE	\$ 8,600.14	\$ -
ROAD USE TAX	\$ 9,137.13	\$ 7,074.33
EMPLOYEE BENEFITS	\$ 179.18	\$ 10,373.36
EMERGENCY FUND	\$ 20.44	\$ -
LIBRARY TRUST FUND	\$ -	\$ 6,328.03
VM COMMUNITY BETTERMENT	\$ -	\$ 55.00
DEBT SERVICE	\$ 186.97	\$ -
WATER	\$ 23,291.40	\$ 20,154.89
SEWER	\$ 12,642.14	\$ 9,539.12
*****REPORT TOTAL*****	\$ 124,788.06	\$ 99,257.89

d. Approval of Fat Randi's Liquor License

Peterson moved supported by Stump to adopt and approve Resolution #2016-4, "A Resolution Adopting the Revised Consent Agenda." Passed unanimously.

- 8) Mayor Adams and Public Safety Director William Daggett presented members of the Van Meter Fire Department with uniform pins and certificates recognizing their years of service.
- 9) Mayor Adams asked Administrator Anderson to present the proposal to amend the water service and billing arrangement with the residents of the "Feldman Acres" rural subdivision. Anderson explained that the house that burnt down at 26400 352nd Pl cause the City to review the current arrangement and upon review found that it is not working because only 55% of residents are turning in water readings. Anderson explained that two alternatives have been outlined that are full-measures to fix the issues rather than a lesser half-measure that band-aides the issue. Mayor Adams opened the public hearing. There was a considerable question and answer session that essentially concluded with the residents of the "Feldman Acres" rural subdivision requesting additional time and information before they are able to formulate a collective preference for a path forward. Peterson moved supported by Sacker to delay action one month to allow City Staff time to do research on behalf of the rural residents and provide them with additional information. Passed unanimously.
- 10) Mayor Adams recognize Brenda Golwitzer and Amy Skogerson who presented the Van Meter Community

Development Corporation's Community Design Project. Golwitzer and Skogerson explained that the Iowa Architectural Foundation built on the RDG Strategic Visioning Plan developed in 2009. Skogerson noted the development of a façade project and the various marketing efforts that need to be done on behalf of the community.

- 11) Mayor Adams asked Building Inspector Jason Van Ausdall to present the proposed ordinance adopting the 2015 International Building Codes. Van Ausdall explained that the IBC is updated semi-regularly and to keep the City's Codes current the new version should be adopted accordingly.

Mayor Adams opened the public hearing on the first reading of the proposed ordinance. Hearing none and having received no public comments in writing Mayor Adams closed the public hearing and asked for a motion to approve the first reading. Moved by Peterson supported by Tweed. Passed unanimously. Mayor Adams asked the Council if there was interest in waiving the second reading of the proposed ordinance. Moved by Peterson supported by Sacker. Passed unanimously. Mayor Adams asked the Council if there was interest in waiving the third reading of the proposed ordinance. Moved by Peterson supported by Tweed. Passed unanimously. Mayor Adams asked if the Council wished to approve and adopt the proposed ordinance. Moved by Peterson supported by Sacker to approve and adopt Ordinance 251, "AN ORDINANCE AMENDING THE VAN METER CODE OF ORDINANCES TO ADOPT THE 2015 INTERNATIONAL BUILDING CODES." Passed unanimously.

- 12) Mayor Adams asked City Administrator Jake Anderson to present the proposed budget for the Fiscal Year Ending June 30, 2017. Anderson noted the significant changes that include a significant increase in the Public Safety budget reflecting additional staffing and EMS training which are offset through grant funding. Anderson noted that the proposed levy rate of \$15.39 reduces the City millage rate by \$0.01. Mayor Adams opened the public hearing. Hearing none and having received no comments in writing Mayor Adams closed the public hearing. Peterson moved supported by Lyon to approve and adopt Resolution #2016-5, "A Resolution approving the proposed budget for FYE 16/17 as it was presented." Passed unanimously.

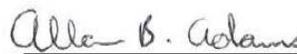
- 13) Mayor Adams asked Parks and Rec Coordinator Alex Brayton to present the proposed policies concerning the sale of sponsorship advertisements and facility rentals forwarded from the Park and Rec Board with a recommendation for approval. Brayton outlined the parameters of the policies and fielded questions from the Council concerning the same. Moved by Peterson supported by Tweed to approve the policies as presented. Passed unanimously.

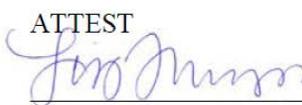
14) Staff/Council Reports

City Engineer Veenstra reported on the well field exploration project.

Administrator Anderson reported the next meeting date would be March 24, 2016 at 7:00p.m. at the Veterans Reception Center located at 910 Main Street in Van Meter.

- 15) Having no further business Mayor Adams asked for a motion to adjourn. Moved by Peterson supported by Lyon. Passed unanimously.

 Allan B. Adams, Mayor

ATTEST
 Liz Thompson, City Clerk

City of Van Meter, Iowa
City Council Minutes – 3-4-2016

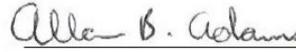
The Van Meter City Council met for a team building exercise on Friday, March 4, 2016 at 1:45p.m. at the Escape Chambers at 338 SW 6th St in Des Moines. Mayor Adams and the following council members were present: Kim Sacker, Mike Peterson, Owen Stump, Elizabeth Tweed and Lyn Lyon.

Also present was City Administrator Jake Anderson and Public Safety Director William Daggett.

From 1:45p.m. to 2:00p.m. the group was presented with instructions for the team building event.

From 2:00p.m. to 3:00p.m. Mayor Adams, the City Council, City Administrator Jake Anderson, and Public Safety Director William Daggett participated in a team building exercise that involved solving problems as a group in order to get out of a locked room.

From 3:30p.m. to 4:30p.m. the group debriefed on lessons learned and summarized the experience. Takeaways included the contributions that individuals make to the group as a whole, the value of mutual respect, and the importance of working together toward common goals.

 Allan B. Adams, Mayor

ATTEST

 Jake Anderson, City Administrator

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE

ACCOUNTS PAYABLE CLAIMS				

ACCO	WATER CHEMICALS	534.00		
AGSOURCE COOPERATIVE SERVICES	PUBLIC WATER TESTING	41.00		
AMERICAN WATER WORKS ASSOC	MEMBERSHIP DUES	90.00		
BACKSTAGE LIBRARY WORKS	SURPASS MARC RECORD CORRECTION	1,913.81		
BAKER & TAYLOR	BOOKS AND MOVIES	431.40		
BALDON HARDWARE	MISC WATER DEPT SUPPLIES	29.45		
BOY SCOUTS OF AMERICA	2016 RECHARTER FEES	16.00		
CARPENTER UNIFORM CO	PD UNIFORMS	338.94		
CASEY'S GENERAL STORE	PD GAS	687.30		
CENTURY LINK	PD FAX LINE	336.84		
COMPASS BUSINESS SOLUTIONS	CHECKS W EBANK INFO	380.65	25943	2/12/16
CULLIGAN	AUTOMATIC RENTAL	21.95		
DALLAS CO SHERIFFS BENEVOLENT	DEPARTMENTAL ID CARD	2.00		
DALLAS COUNTY NEWS	LEGAL PUBLICATIONS	563.37		
DELTA DENTAL	EMPLOYEE DENTAL INS	1,027.68	11178585	2/29/16
DEMCO	BOOK COVERS AND LABELS	171.56		
DEPT OF ADMINSTRATIVE	CPM COHORT 23/THOMPSON, LIZ	250.00		
DEPT OF ADMINSTRATIVE	CPM COHORT 23/THOMPSON, LIZ	250.00	25944	2/12/16
DES MOINES STAMP	IOWA NOTARY STAMP/FAUST	28.70		
DMACC	EMT COURSE COSTS X 5	4,365.00		
EFTPS	FED/FICA TAX	4,074.30	11178581	2/26/16
EFTPS	FED/FICA TAX	4,106.59	11178588	3/11/16
ELECTRONIC ENGINEERING	PAGER REPAIRS	228.85		
EMERGENCY SERVICES MARKETING	I AMRESPONDING PHONE USUAGE	5.12		
FRANK DUNN CO	HIGH PERFORMANCE ST PATCH	300.00		
FRED SCHIMMELS	DUMP TRUCK BRAKE REPAIRS/CALIP	245.50		
GEORGE PUBLIC LIBRARY	BOOK - NYPD RED 4	15.00		
HEARTLAND COOP	SHOP LP	617.12		
IA ASSOC OF MUNICIPAL UT	2016 CCR WORKSHOP	45.00		
IFMVCV	MONTHLY RENT PER LEASE/OPTION	1,000.00		
IMAGING TECHNOLOGIES	CONTRACT CHARGES/OVERAGES	345.44		
IMFOA	IMFOA DUES 16/17	50.00	25945	2/12/16
IOWA FIRE CHIEFS ASSOC	2016 DUES	50.00		
IOWA ONE CALL	EMAILS	19.20		
IOWA PARK AND REC ASSOC	CONFERENCE FEES	225.00		
IOWA PUMP WORKS INC	REPAIRS TO BOOSTER STATION	5,981.58		
IPERS	PROTECT IPERS	4,691.07	11178579	2/26/16
JEVIN INC.	WEB PAY ACCEPTANCE FEE REC	373.10	11178587	2/29/16
JONES CREEK APPAREL	CLOTHING ALLOWANCE	32.06		
KANAWHA PUBLIC LIBRARY	BOOK - ALERT	9.00		
LAW ENFORCEMENT SYSTEMS INC	EVIDENCE BAG, LABELS, WARNINGS	350.57		
LEO KRIZ	CONTRACT CATALOGER SERVICES	2,510.50		
LIZ THOMPSON	CPM MILEAGE/DINING	65.12		
LOWE'S	FIRE DEPT SUPPLIES	116.38		
MARSHALLTOWN PUBLIC LIB	AUDIO BOOKS - TWILIGHT SERIES	48.00		
MATHESON TRI GAS INC	OXYGEN	52.85		
MEDIACOM	INTERNET SERVICE	205.90		
MERCY CLINICS INC	GREER PHYSICAL	307.00		
METHODIST OC/HEALTH & WELLNESS	DOT DRUG SCREEN	42.50		
MIDAMERICAN ENERGY	GAS/ELEC	2,604.84		
MONTICELLO PUBLIC LIBRARY	BOOK - ASK THE DARK	7.00		

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

VENDOR NAME	REFERENCE		VENDOR TOTAL	CHECK#	CHECK DATE
MUNICIPAL SUPPLY INC	WA DEPT PARTS		42.60		
BERGANKDV	POLICE DEPT COMPUTER		2,048.00		
OFFICE DEPOT	FD MAILBOX AND PENS		222.91		
PROFESSIONAL RESCUE INNOVATION	ICE RESCUE SUITS		700.00		
PSYCHOLOGY ASSOCIATES	REVIEW OF MMPI -2 FAUST		140.00		
QUILL	OFFICE & PROGRAMMING SUPPLIES		149.24		
RHODES INC	ICE CONTROL SAND		615.52		
SAM'S CLUB MC/SYNCB	PURCHASE FOR LITTLE LEG SIGNUP	9.76			
SAM'S CLUB MC/SYNCB	IA BICYCLE COALITION CONF	160.00	169.76	25946	2/12/16
SHELLY JAMES	CITY HALL CLEANING		90.00	25947	2/12/16
SHORTEL INC	PHONE CHARGES		356.81		
SOUTHERN UNIFORM & EQUIPMENT	EMS PATCHES		331.45		
SQUARE, INC	CREDIT CARD ACCEPTANCE FEE		25.16	11178582	2/29/16
STIVERS FORD	PAINT RESCUE 842		385.39		
THE HARTFORD	EMPLOYEE LIFE/DIS INS		308.92	11178586	2/26/16
TREAS - STATE OF IOWA W/H	STATE TAXES		1,368.00	11178580	2/26/16
UNITYPOINT CLINIC	SUMMARY DRUG TESTING		74.00		
US POSTMASTER	MAR UT BILLS/NEWSLETTERS		199.82	25950	2/26/16
VEENSTRA & KIMM INC	BUILDING INSPECTIONS		4,601.93		
VERIZON WIRELESS	PD CELL PHONES	474.93			
VERIZON WIRELESS	PW CHARGES	338.36	813.29	25948	2/12/16
W DES MOINES FIRE DEPT	FIREFIGHTER TRAINING		275.00		
WASTE CONNECTIONS	GARBAGE CONTRACT		6,128.21		
WAUKEE HARDWARE & RENT IT	PD KEYS		9.16		
WELLMARK	EMPLOYEE HEALTH INS		9,278.79	11178584	2/29/16
WELLS FARGO	BUSINESS BANKING FEES		21.16	11178583	2/29/16
WELLS FARGO CC	CONFERNCES/MISC	942.38			
WELLS FARGO CC	PD BUSINESS CARDS & SUPPLIES	409.30	1,351.68	25949	2/12/16
**** PAID	TOTAL ****		27,152.90		
**** SCHED	TOTAL ****		42,758.14		
**** OPEN	TOTAL ****				
**** ON HOLD	TOTAL ****				
*****	REPORT TOTAL *****		69,911.04		

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

DEPT DEPT NAME TOTAL CHECK# DATE

LIABILITIES	14,239.96
POLICE	7,375.03
EMERGENCY MANAGEMENT	12.76
FIRE	2,150.04
AMBULANCE	5,134.69
ROADS, BRIDGES, SIDEWALKS	4,290.91
STREET LIGHTING	213.59
GARBAGE	6,128.21
LIBRARY	7,136.96
PARKS	21.19
RECREATION	1,482.95
ECONOMIC DEVELOPMENT	1,666.50
CLERK/TREASURER/ADM	2,543.39
LEGAL SERVICES/ATTORNEY	3,498.80
CITY HALL/GENERAL BLDGS	553.24
WATER	10,833.16
SEWER/SEWAGE DISPOSAL	2,629.66

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

FUND	FUND NAME	TOTAL	CHECK#	DATE
001	GENERAL	29,215.94		
059	PARK OPERATIONS	1,985.58		
110	ROAD USE TAX	4,556.05		
112	EMPLOYEE BENEFITS	7,101.90		
182	LIBRARY TRUST FUND	7,187.63		
183	VM COMMUNITY BETTERMENT	110.00		
186	SITE CERT/WA PROJECT	1,666.50		
600	WATER	13,151.20		
610	SEWER	4,936.24		

CALENDAR 2/2016, FISCAL 8/2016

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001 GENERAL	61,765.10	46,596.95	32,718.27	.00	75,643.78
049 VEHICLE INSPECTION FUND	9,517.93	.00	2,135.00	.00	7,382.93
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	10,000.00	.00	8,044.93
054 VEHICLE REPLACEMENT-POL	5,631.25	.00	.00	.00	5,631.25
055 VEHICLE REPLACEMENT-FIR	2,903.82	.00	.00	.00	2,903.82
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	19,118.45-	5,650.00	4,257.90	.00	17,726.35-
060 GAS/ELEC FRANCHISE FEE	12,267.24	.00	.00	.00	12,267.24
110 ROAD USE TAX	51,080.49	10,501.41	6,489.69	.00	55,092.21
112 EMPLOYEE BENEFITS	76,696.10	293.16	11,070.91	.00	65,918.35
119 EMERGENCY FUND	285.08	33.46	.00	.00	318.54
121 LOCAL OPTION SALES TAX	.00	.00	.00	.00	.00
125 TIF-CR ESTATE	246,342.50	.00	.00	.00	246,342.50
126 TIF-WH PINES SUBDIVISION	30,810.57	.00	.00	.00	30,810.57
127 TIF-POLK CO. BANK	46,116.90	.00	.00	.00	46,116.90
128 TIF-STANDBROUGH	.00	.00	.00	.00	.00
129 TIF ORIGINAL (420-844)	69,530.61	353.78	.00	.00	69,884.39
180 PARK TRUST FUND	33,889.86	.00	.00	.00	33,889.86
181 REC TRUST	143,774.41	.00	.00	.00	143,774.41
182 LIBRARY TRUST FUND	54,725.53	35.00	4,210.93	.00	50,549.60
183 VM COMMUNITY BETTERMENT	2,091.03	500.00	55.00	.00	2,536.03
184 CDBG/HOUSING PROJECT	.00	.00	.00	.00	.00
185 REC CAPITAL FUND	27,431.22	.00	.00	.00	27,431.22
186 SITE CERT/WA PROJECT	150,657.02	.00	13,285.00	.00	137,372.02
200 DEBT SERVICE	10,070.33	336.78	.00	.00	10,407.11
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	22,700.00	1,000.00	.00	.00	23,700.00
600 WATER	99,156.01	19,323.66	10,676.54	.00	107,803.13
606 WATER MAIN PROJECT	37,710.29	.00	.00	.00	37,710.29
610 SEWER	2,860.42	11,779.65	8,540.14	.00	6,099.93
612 DEBT SERVICE-SEWER LAGO	.00	.00	.00	.00	.00
Report Total	1,215,408.74	96,403.85	103,439.38	.00	1,208,373.21



CITY OF VAN METER

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

<u><i>Treasurer's Report</i></u>	
Book Balance, Beginning of Month:	\$1,215,408.74
Add: Total Revenues this Month: with transfers	\$96,403.85
Less: Total Expenditures this Month: with transfers	(\$103,439.38)
Add: Δ Liability	\$0.00
Book Balance End of Month:	\$1,208,373.21

<u><i>Bank Reconciliation</i></u>	
Checking Account Balance End of Month:	\$967,272.80
Less: Outstanding Transactions (Cash Report):	(\$9,229.59)
Adjusted Checking Account Balance:	\$958,043.21
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	\$1,208,373.21

Difference:	\$0.00
Note(s):	

Verify: Mayor or Mayor Pro Tem:

Applicant License Application ()

Name of Applicant: <u>J E Sporting, Inc</u>		
Name of Business (DBA): <u>Fieldhouse</u>		
Address of Premises: <u>420 Mills St</u>		
City <u>Van Meter</u>	County: <u>Dallas</u>	Zip: <u>50261</u>
Business	<u>(515) 240-8526</u>	
Mailing	<u>420 Mills St</u>	
City <u>Van Meter</u>	State <u>IA</u>	Zip: <u>50261</u>

Contact Person

Name <u>Eric Oel</u>	
Phone: <u>(515) 240-8526</u>	Email <u>vmfieldhouse@gmail.com</u>

Classification Class C Liquor License (LC) (Commercial)

Term:12 months

Effective Date: 05/01/2016

Expiration Date: 01/01/1900

Privileges:

Class C Liquor License (LC) (Commercial)

Sunday Sales

Status of Business

BusinessType: <u>Privately Held Corporation</u>	
Corporate ID Number: <u>0</u>	Federal Employer ID

Ownership

Eric Oel

First Name: Eric

Last Name: Oel

City: Grimes

State: Iowa

Zip: 50111

Position: President

% of Ownership: 100.00%

U.S. Citizen: Yes

Insurance Company Information

Insurance Company: <u>Founders Insurance Company</u>	
Policy Effective Date:	Policy Expiration
Bond Effective	Dram Cancel Date:
Outdoor Service Effective	Outdoor Service Expiration
Temp Transfer Effective	Temp Transfer Expiration Date:

Agenda Item #8 - “Feldman Acres” Rural Subdivision Water Service/Billing Arrangement

Submitted for:

Action

Recommendation:

Approve serving notice that the water service will be terminated unless a single billing point of contact be designated for the development no later than June 30, 2016.

Sample Language:

Mayor: *Would staff please present the proposal?*

Staff: *Reviews proposal.*

Mayor: *At this time I will recognized members of the public who have signed in that wish to address the City Council on this matter. When I call your name you must stand at the podium, state your name and address for the record, and keep your comments to less than three (3) minutes.*

Does the City Council wish to discuss the proposal further? If not, I would entertain a motion to approve the proposal as it has been presented to us.

City Councilmember _____: *So moved.*

City Councilmember _____: *Second.*

Mayor: *Roll Call Please.*

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

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

March 3, 2016

«AddressBlock»

RE: A review of alternatives and an outline of the process for permanently addressing the water service and billing arrangement for the “Feldman Acres” Rural Subdivision

Utility Account # «Utility_Account_Number»

Pursuant to the discussion at the February 18, 2016 City Council meeting this letter is meant to outline information regarding the previously identified alternatives for addressing the water service and billing arrangement for the “Feldman Acres” Rural Subdivision.

Alternative Solutions

Prior to serving you the original notice dated January 25, 2016 we examined alternative solutions to remediating the issues surrounding the water service and billing arrangement. The City believes that a permanent solution is paramount to all other considerations. We maintain the position that there are two paths forward that forever resolve the problem from the City’s perspective. Those are 1) designate a single billing point of contact or 2) annex and build a City spec water main.

1) Designate a Single Billing Point of Contact

It appears that at this point in time, there has been very little consideration given to designating a single billing point of contact. The benefit of this alternative is that it allows for the homeowners to do something less than, and probably more affordable than, annexing and building a City spec water main.

This path forward does require that you work together as neighbors – which can be challenging. However, the most sensible way to organize would be by incorporating a Home Owners Association, you would then have the ability to set a dues structure that covers the cost of the water, maintains the private water line, and if you choose - prepares for a neighborhood project that would not necessarily have to comply with the DNR specifications prescribed to City utilities. Again, the difficulty with this option is being neighborly.

If this alternative is not selected, the City has another option for the homeowners.

2) Annex and build a City spec water main

Annexation does change the property tax rate that is applied to a parcel. When a property comes into the City Limits the City’s tax rate is applied, however the County’s Rural Services levy and the Township taxes come off the bill.

The parcels in the “Feldman Acres” rural subdivision are in Dallas County taxing district #040-005 where the consolidated millage rate for the taxes applied to the January 1, 2014 valuations, payable in the Fiscal year 2015/16, is \$25.92 per thousand dollars of taxable value. The City’s consolidated tax rate for the same period is \$36.85 per thousand dollars of taxable value. That is a difference of \$10.93 more for each thousand dollars of taxable value every year.

That means that your home assessed at «M_2014_Assessed_Valuation» would see an additional property tax burden of approximately «Estimated_Additional_Taxes_If_Annexed» per year. At the City's discretion, that increase could be phased, or abated, over a ten year period. In other words, if the City agrees, instead of your taxes increasing a full \$10.93 per thousand dollars of taxable value, all at once, the tax rate applied to your property could be increased over time until you are paying full City taxes.

You will likely notice that a special assessment may be paid for over a 15 year period. However, should the City agree to phase in the property tax increase, we would require that the payment schedule for the special assessment follow the same timeline – 10 years.

When property is annexed into the City limits, it is automatically zoned Agricultural. As a part of the annexation process, the City will ask that a letter from each property owner be received requesting that their property be zoned R-1 "Single Family Residential." The re-zoning process will run concurrently with the special assessment project. It is important that your property be zoned according to its use so that any proposed expansion, addition, remodel or reconstruction project can be permitted in conformance with the City's code of ordinance. It should be noted that in the State of Iowa, a property's zoning designation has no bearing on its taxation. Property is taxed based on its use not, it's zoning designation. You simply do not want your property to be nonconforming under the zoning ordinances.

Other Benefits of Annexation

- 1) City Services
 - a. Curbside pickup for garbage and recycling – currently \$15.48/month.
 - b. City Water Rates – currently \$17.46 for the first 2000 gallons, then \$3.98 for each 1000 gallons thereafter billed monthly. Compared to current out of town rates at \$38.34 for the first 2000 gallons, then 8.75 for each gallon thereafter billed monthly.
 - c. Enhanced Police Protection
- 2) City Incentives
 - a. Tax Abatement to Phase in City Taxes for existing development
- 3) City Citizenship
 - a. Eligible to run for Mayor and City Council positions
 - b. Eligible to Vote on City Elections and on City Referendums
 - c. Eligible for appointment to various City boards and commissions.
- 4) Code Enforcement
 - a. Nuisance abatement
 - b. Zoning and Land Use Planning

Enclosed you will find correspondence from V&K, the City Engineers, regarding a special assessment for the water main. It is important to note that, no matter the annexation method, a public project that improves your personal property will be funded through special assessment. The enclosed letter from V&K outlines how a special assessment project would work. In short, we estimate that the cost of constructing a water line would be \$160,000 distributed evenly across the 10 properties. Including the time value of money, the cost to each home owner would be in the range of \$20,400 – \$22,400 for the water line project.

The Process

The City wants to give weighted consideration to your preferences as a neighborhood. However, as mentioned above, it is also important to the City that we solve this permanently. In the near future the City Council is going to make a decision on how we proceed. This process of serving you notice, providing you with additional information, and scheduling further discussions is meant to include you in that decision making process. In order to maintain a spirit of collaboration, it is important that you take care to do your own research, ask questions before public meetings, and if you feel it is necessary, seek

your own legal counsel. The City cannot provide you with legal services. Further, this process cannot yield a collaborative result if individuals do not maintain focus on the goal of achieving a permanent fix.

Therefore, notice is hereby given that the Van Meter City Council will meet at the Veterans Reception Center to make the following considerations:

- 1) On Thursday, March 24, 2016 at 7:00p.m. the City Council will receive a report and update from the residents of the "Feldman Acres" rural subdivision on their preferred path forward. At this time, the City Council may take action setting a date-certain for the designation of a single billing point of contact or the receipt of all 10 voluntary annexation applications.

If action is taken, notice will be given that water service will be terminated in three to six months (the date-certain) unless the chosen alternative is implemented.

If no action is taken:

- 2) On Thursday, April 21, 2016 at 7:00p.m. the City Council will receive a final report and update from the residents of the "Feldman Acres" rural subdivision on their preferred path forward. At this time, the City Council will take action setting a date-certain for the designation of a single billing point of contact or the receipt of all 10 voluntary annexation applications.

Notice will be given that water service will be terminated in three to six months (the date-certain) unless the chosen alternative is implemented.

This information is provided to you on this 3rd day of March 2016.

Sincerely,



Jacob R. Anderson
City Administrator
Van Meter, Iowa



February 19, 2016

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

VAN METER, IOWA
FELDMAN ACRES
WATER MAIN EXTENSION
SPECIAL ASSESSMENT ANNUAL COST

This letter is a follow up to the discussion at the February 18, 2016 City Council meeting concerning the use of special assessments for the construction and financing of a 6-inch water main extension to serve the Feldman Acres area. The estimated cost for construction of a 6-inch water main to serve the 10 properties in Feldman Acres is as follows:

<u>Description</u>	<u>Units</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Extended Price</u>
6" Water Main in Open Cut	LF	1,200	\$40	\$48,000
6" Tapping Sleeve and Valve	EA	1	\$5,000	\$5,000
Hydrant Assembly	EA	4	\$7,000	\$28,000
6" Gate Valve	EA	2	\$1,750	\$3,500
Service Corp	EA	10	\$250	\$2,500
Service Stub and Stop Box	EA	10	\$600	\$6,000
Driveway Replacement	EA	10	\$1,000	\$10,000
Culvert Replacement	EA	10	\$1,500	\$15,000
Erosion Control	LS	1	\$2,000	\$2,000
Traffic Control	LS	1	\$2,000	\$2,000
Seeding	ACRE	0.75	\$1,500	\$1,125
Estimated Cost of Construction				\$123,125
Contingency @ 10%				\$12,313
Engineering, Legal, Admin @ 18%				\$22,163
Estimated Project Cost				\$157,600

The estimate of cost was developed based on a comparison with the cost of similar projects constructed over the last two years in central Iowa. The cost estimate should be considered preliminary as there has been no detail design and the City has not solicited construction bids.

Although the estimate is preliminary it is the best available information to use in evaluating the cost of the water main. Unless the City were to move forward with the design and bidding of the project, it is not possible to develop more accurate estimates of cost. For purposes of evaluating alternatives, the writer would recommend the City anticipate a project with a cost of \$160,000.

The City Council previously indicated if the water main were to be constructed the cost would be specially assessed to the benefitted properties. There are several methods the City can use to allocate the cost on a special assessment. The two most common methods of assessing this type of water main are on a front foot basis or on a per lot basis. When the primary objective of the water main is to provide service to single family residences the most likely method of allocating the cost will be the per residence or per lot method. Using this method the \$160,000 cost would be assessed equally to the 10 property owners, or at a rate of \$16,000 per property owner.

When the City undertakes a special assessment the City must approve the assessment plat and schedule prior to the receipt of bids on the project. The amount approved in the preliminary assessment is the maximum amount that can be assessed to the property owners. If the actual project cost exceeds this preliminary assessment amount, the City would be responsible for any cost overage. If the actual cost of the project is less than the preliminary assessment the final assessment would be reduced to the actual cost.

When the City approved the final assessment plat and schedule after completion of construction the property owners have 30 days to pay any part, or all, of the special assessment. Any part of the special assessment that is not paid within the 30 day period is spread on the property tax roll on an annual basis.

Special assessments are normally spread for a period of 10 years. However, the maximum period allowed under law is 15 years.

The special assessments are paid one allocate share per year plus interest. The interest rate charged to unpaid assessments is established by the City Council and cannot exceed the maximum limit set by the State of Iowa.

For purposes of the illustration, the writer is assuming the interest rate will be 5%. This assumption is based on previous discussions by the City Council suggesting the interest rate would be in this range.

For purposes of illustration, the writer has developed the following tables that would show the annual payment for both a 10 year and 15 year special assessment of \$16,000 at an interest rate of 5%.

For this assessment, the annual payment for a 10 year assessment would be as follows:

<u>Year</u>	<u>Annual Assessment</u>
1	\$2,400
2	\$2,320
3	\$2,240
4	\$2,160
5	\$2,080
6	\$2,000
7	\$1,920
8	\$1,840
9	\$1,760
10	\$1,680

For this assessment, the annual payments for a 15 year assessment would be as follows:

<u>Year</u>	<u>Annual Payment</u>
1	\$1,866.67
2	\$1,813.33
3	\$1,760.00
4	\$1,706.67
5	\$1,653.33
6	\$1,600.00
7	\$1,546.67
8	\$1,493.33
9	\$1,440.00
10	\$1,386.67
11	\$1,333.33
12	\$1,280.00
13	\$1,226.67
14	\$1,173.33
15	\$1,120.00

Jake Anderson
February 19, 2016
Page 4

The writer would note the illustration is based on the assumption in the first year the assessment would be made on the date on which one full year of interest will accrue. It is almost certain the first payment will vary from this amount as the Code of Iowa provides the specific dates for the accruing of interest and the payment. The actual interest that would be paid in the first payment could vary from as short as slightly more than six months to approximately 18 months, depending when in the timing cycle the City actually approves the final special assessment after construction is completed.

With the 10 year special assessment there is a higher annual payment. However, the 10 year assessment results in a lower overall cost due to the smaller amount of interest paid. In the two examples set forth above, the total payment on the 10 year assessment is \$20,400, including the \$16,000 assessment and \$4,400 of interest. For the 15 year assessment the total amount paid is \$22,400, consisting of the \$16,000 assessment and \$6,400 of interest.

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
193

Agenda Item #9 - Bob Feller Little League Scholarship

Submitted for:

Action

Recommendation:

Approve the resolution.

Sample Language:

Mayor: *Would staff please present the proposal?*

Staff: *Reviews proposal.*

Mayor: *Does the City Council wish to discuss the proposal further? If not, I would entertain a motion to approve the proposal as it has been presented to us.*

City Councilmember _____: *So moved.*

City Councilmember _____: *Second.*

Mayor: *Roll Call Please.*

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

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

Resolution # 2016-_____ “A Resolution to Establish a Bob Feller Little League Scholarship”

Whereas, the Van Meter Parks and Recreation Department has established Little League programming, and

Whereas, the Bob Feller Exhibit generates some nominal donations, and

Whereas, the promotion of Bob Feller’s legacy in Van Meter is important to the City, and

Whereas, the City Council believes that it is important to provide structured recreational opportunities to the community’s youth, and

Whereas, the registration fees may be beyond the means of some families, and

Now, therefore be it resolved by the City Council of the City of Van Meter, Iowa that the donations generated by the Bob Feller Exhibit shall be deposited into the Park Operations Fund and used to establish a scholarship to relieve the registration costs for those that can demonstrate, by application, financial need.

Passed and Approved this 24th Day of March 2016.

_____ Mayor Allan Adams

ATTEST:

_____ Liz Thompson, City Clerk



City of Van Meter Bob Feller Youth Sports Scholarship Application for Award

This scholarship is awarded to youth in Van Meter who wish to participate in activities or programs sponsored by the Parks and Recreation Department who demonstrate financial need. There is no limit to the number of scholarships awarded in a given year or for a given activity. The scholarship is available to any participant who can demonstrate financial need. Recipients will receive 50-100% of the program cost in scholarship form. Please complete this form and submit to Alex Brayton at City Hall.

Qualification Requirements

Participant Name: _____

Primary Phone: _____ Primary E-Mail: _____

Home Address: _____

School District: _____

Enrolled in free/reduced lunch program: Yes No

Statement of Benefit and Need

Please speak to the benefit you see in Parks and Recreation activities and the amount requested.

Please submit this application to abravton@vanmeteria.gov to apply. Applications are due 3 days before registration closes for an activity or program. Scholarship recipients will be notified prior to the start of the program. We will inform nominators via the email address provided under Qualification Requirements.

Agenda Item #10 - TIF and Tax Abatement Plan Amendments

Submitted for:

Action

Recommendation:

Approve engaging Dorsey and Whitney

Sample Language:

Mayor: *Would staff please present the proposal?*

Staff: *Reviews proposal.*

Mayor: *Does the City Council wish to discuss the proposal further? If not, I would entertain a motion to approve the proposal as it has been presented to us.*

City Councilmember _____: *So moved.*

City Councilmember _____: *Second.*

Mayor: *Roll Call Please.*

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

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

Agenda Item #11 - Building Permit Fee Waiver Agreement

Submitted for:

Action

Recommendation:

Approve the Agreement

Sample Language:

Mayor: *Would staff please present the proposal?*

Staff: *Reviews proposal.*

Mayor: *Does the City Council wish to discuss the proposal further? If not, I would entertain a motion to approve the proposal as it has been presented to us.*

City Councilmember _____: *So moved.*

City Councilmember _____: *Second.*

Mayor: *Roll Call Please.*

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

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

**MEMORANDUM OF UNDERSTANDING
FINANCIAL INCENTIVES FOR NEW RESIDENTIAL CONSTRUCTION
VAN METER, IOWA**

This Memorandum of Understanding made and entered into this _ day of _____ by and between the **CITY OF VAN METER, IOWA** referred to as the **City**, and **Veenstra & Kimm Inc**, referred to as **Inspector**, and **Gene G. Gabus**, hereinafter referred to the **Builder**.

WITNESSETH; THAT WHEREAS, the Builder is planning to construct as many as twenty (20) new single family residences in Van Meter, and

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

NOW, THEREFORE, the parties to this Memorandum of Understanding agree as follows:

1. **SCOPE OF PROJECT.** The scope of this project includes the construction of no less than six (6) but as many as twenty (20) single family residential houses in the City of Van Meter that will be built at the Builders expense and within one year of the date of this agreement.
2. **THE CITY OF VAN METER AGREES AS FOLLOWS:**
 - A. In accordance with Sections 90.06, 96.02, and 100.5(2) of the Van Meter Code of ordinances the City causes the building permit fees, water hook-up fees, and sewer hook-up fees for as many as twenty (20) building permits authorizing new residential construction to be waived for the Builder.
 - B. The City will expedite the permitting and inspection process.
 - C. The City will pay the Inspector the permit fees billed.
3. **VEENSTRA & KIMM INC, THE INSPECTOR, AGREES AS FOLLOWS:**
 - A. Inspections will be billed to the City at an initial discount of \$500 per residence.
 - B. The discount is contingent upon the average number of trips to Van Meter to conduct inspections being limited to seven trips per residence.

- C. Based on actual experience at the end of the term of this agreement the Inspector will make a billing adjustment or refund to the City the fees based on actual experience.

4. GENE G. GABUS, THE BUILDER, AGREES AS FOLLOWS:

- A. All the necessary permits will be pulled despite the fees being waived.
- B. At least six (6) single family residential houses, with combined building permit values of no less than \$1 million dollars, will be fully constructed within 1 year of the date of this agreement.
- C. Failure to fully construct a minimum of six (6) single family residential houses within one year from the date of this agreement will result in the Builder forfeiting the fee waiver and will cause the Builder to pay the full amount of all fees waived on permits issued to the Builder during the term of this agreement.
- D. Construction will occur in 9 phases to allow for efficiencies in the building inspection process. During the first phase, 4 houses will be constructed such that building inspections can be coordinated, in each subsequent phase two (2) houses will be constructed such that the building inspections can be coordinated.
- E. The Builder will prepare work such that multiple inspections can be done by the Inspector in a single trip to Van Meter and that inspections for any single residence requires no more than seven trips.
- F. The builder will pay the City \$400 for each trip to Van Meter the Inspector must make beyond the seventh inspection for any single residence.

IN WITNESSETH WHEREOF, the parties have hereunto subscribed their names on the date first written above.

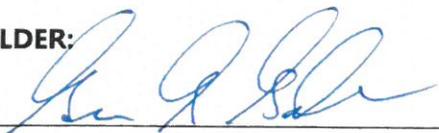
CITY OF VAN METER, IOWA:

By _____
Mayor

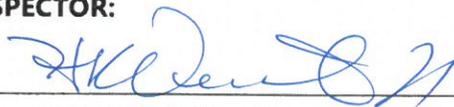
ATTEST:

By _____
City Clerk

BUILDER:

By  _____
Gene G. Gabus

INSPECTOR:

By  _____
Veenstra & Kimm Inc.

Veenstra & Kimm Engineering

3000 Westown Parkway
West Des Moines, IA 50266-1320

515 225-8000

REQUIRED BUILDING INSPECTIONS

Footings & Deck FootingsPrior to pouring concrete, with forms and rods

Footing Walls.....Prior to pouring concrete, non-centered uprights tied to center

Electrical Temp Pole.....After pole in place, ground rod and GFCI's installed – **State Inspection**

Tar Tile Gravel.....Prior to Backfill (may be done with plumbing ground work)

Sewer/Storm/Water.....Drainage pipe with 10ft head, gravel bed.

Groundwork.....10ft head wet test or air test, gravel bed, staked down. Shear Wall

Nails.....Inspect before house wrap. Every 3", #8s. Straps on headers

Plumbing Rough.....Prior to insulation, wet test 10ft head or an air test.

Electrical Rough.....Prior to insulation, Ground, Panel & Meter box installed

HVAC Rough.....Prior to insulation

Framing Rough.....Prior to insulation, after all mechanicals roughed in.*

Sidewalk & Approach.....granular compacted gravel, Stop Box sleeved.

Final.....Structure may not be occupied until final inspection and Certificate of Occupancy has been issued.

Call V&K at 515 225-8000 to schedule an inspection

Inspections are between 8:00 and 4:30pm M-F

**Note: Some cities require water meter set before rough-in inspections!*

*Temporary **safety railings** are required around open stairwells **before** mechanicals are installed!*

A portable toilet, trash container, and temporary address will be required from Footing to Final.

As of January 1st 2016, the 2015 IRC & IBC Building Code Series have been adopted.

PROJECT WITH FEES	House #	Address	Date Occupancy Permit Issued	Value of Permit	WA Fee	SW Fee	Building Fee	City Share	V&K Share	Total Building Permit Fee
	1	0001 Ave	Day/Month/2016	\$ 252,910.00	\$ 600.00	\$ 500.00	\$ 1,476.00	\$ 515.20	\$ 2,060.80	\$ 2,576.00
	2	0002 Ave	Day/Month/2016	\$ 248,259.00	\$ 600.00	\$ 500.00	\$ 1,456.00	\$ 511.20	\$ 2,044.80	\$ 2,556.00
	3	0003 Ave	Day/Month/2016	\$ 294,389.00	\$ 600.00	\$ 500.00	\$ 1,686.00	\$ 557.20	\$ 2,228.80	\$ 2,786.00
	4	0004 Ave	Day/Month/2016	\$ 254,547.00	\$ 600.00	\$ 500.00	\$ 1,486.00	\$ 517.20	\$ 2,068.80	\$ 2,586.00
	5	0005 Ave	Day/Month/2016	\$ 390,126.00	\$ 600.00	\$ 500.00	\$ 2,116.00	\$ 643.20	\$ 2,572.80	\$ 3,216.00
	6	0006 Ave	Day/Month/2016	\$ 269,027.00	\$ 600.00	\$ 500.00	\$ 1,561.00	\$ 532.20	\$ 2,128.80	\$ 2,661.00
	7	0007 Ave	Day/Month/2016	\$ 390,756.00	\$ 600.00	\$ 500.00	\$ 2,116.00	\$ 643.20	\$ 2,572.80	\$ 3,216.00
	8	0008 Ave	Day/Month/2016	\$ 218,842.00	\$ 600.00	\$ 500.00	\$ 1,306.00	\$ 481.20	\$ 1,924.80	\$ 2,406.00
	9	0009 Ave	Day/Month/2016	\$ 225,979.00	\$ 600.00	\$ 500.00	\$ 1,291.00	\$ 478.20	\$ 1,912.80	\$ 2,391.00
	10	0010 Ave	Day/Month/2016	\$ 239,920.00	\$ 600.00	\$ 500.00	\$ 1,411.00	\$ 502.20	\$ 2,008.80	\$ 2,511.00
	11	0011 Ave	Day/Month/2016	\$ 246,061.00	\$ 600.00	\$ 500.00	\$ 1,446.00	\$ 509.20	\$ 2,036.80	\$ 2,546.00
	12	0012 Ave	Day/Month/2016	\$ 252,910.00	\$ 600.00	\$ 500.00	\$ 1,476.00	\$ 515.20	\$ 2,060.80	\$ 2,576.00
	13	0013 Ave	Day/Month/2016	\$ 248,259.00	\$ 600.00	\$ 500.00	\$ 1,456.00	\$ 511.20	\$ 2,044.80	\$ 2,556.00
	14	0014 Ave	Day/Month/2016	\$ 294,389.00	\$ 600.00	\$ 500.00	\$ 1,686.00	\$ 557.20	\$ 2,228.80	\$ 2,786.00
	15	0015 Ave	Day/Month/2016	\$ 254,547.00	\$ 600.00	\$ 500.00	\$ 1,486.00	\$ 517.20	\$ 2,068.80	\$ 2,586.00
	16	0016 Ave	Day/Month/2016	\$ 390,126.00	\$ 600.00	\$ 500.00	\$ 2,116.00	\$ 643.20	\$ 2,572.80	\$ 3,216.00
	17	0017 Ave	Day/Month/2016	\$ 269,027.00	\$ 600.00	\$ 500.00	\$ 1,561.00	\$ 532.20	\$ 2,128.80	\$ 2,661.00
	18	0018 Ave	Day/Month/2016	\$ 390,756.00	\$ 600.00	\$ 500.00	\$ 2,116.00	\$ 643.20	\$ 2,572.80	\$ 3,216.00
	19	0019 Ave	Day/Month/2016	\$ 218,842.00	\$ 600.00	\$ 500.00	\$ 1,306.00	\$ 481.20	\$ 1,924.80	\$ 2,406.00
	20	0020 Ave	Day/Month/2016	\$ 225,979.00	\$ 600.00	\$ 500.00	\$ 1,291.00	\$ 478.20	\$ 1,912.80	\$ 2,391.00
	Project Totals			\$ 5,575,651.00	\$ 12,000.00	\$ 10,000.00	\$ 31,845.00	\$ 10,769.00	\$ 43,076.00	\$ 53,845.00

PROJECT NO FEES	House #	Address	Date Occupancy Permit Issued	Value of Permit	WA Fee	SW Fee	Building Fee	City Share	V&K Share	Total Building Permit Fee	Cost of Phase Discounted at \$500/Residence
	1	0001 Ave	Day/Month/2016	\$ 252,910.00	\$ 600.00	\$ 500.00	\$ 1,476.00	\$ -	\$ 2,060.80	\$ 2,060.80	
	2	0002 Ave	Day/Month/2016	\$ 248,259.00	\$ 600.00	\$ 500.00	\$ 1,456.00	\$ -	\$ 2,044.80	\$ 2,044.80	
	3	0003 Ave	Day/Month/2016	\$ 294,389.00	\$ 600.00	\$ 500.00	\$ 1,686.00	\$ -	\$ 2,228.80	\$ 2,228.80	
	4	0004 Ave	Day/Month/2016	\$ 254,547.00	\$ 600.00	\$ 500.00	\$ 1,486.00	\$ -	\$ 2,068.80	\$ 2,068.80	\$ 6,403.20
	5	0005 Ave	Day/Month/2016	\$ 390,126.00	\$ 600.00	\$ 500.00	\$ 2,116.00	\$ -	\$ 2,572.80	\$ 2,572.80	
	6	0006 Ave	Day/Month/2016	\$ 269,027.00	\$ 600.00	\$ 500.00	\$ 1,561.00	\$ -	\$ 2,128.80	\$ 2,128.80	\$ 3,701.60
	7	0007 Ave	Day/Month/2016	\$ 390,756.00	\$ 600.00	\$ 500.00	\$ 2,116.00	\$ -	\$ 2,572.80	\$ 2,572.80	
	8	0008 Ave	Day/Month/2016	\$ 218,842.00	\$ 600.00	\$ 500.00	\$ 1,306.00	\$ -	\$ 1,924.80	\$ 1,924.80	\$ 3,497.60
	9	0009 Ave	Day/Month/2016	\$ 225,979.00	\$ 600.00	\$ 500.00	\$ 1,291.00	\$ -	\$ 1,912.80	\$ 1,912.80	
	10	0010 Ave	Day/Month/2016	\$ 239,920.00	\$ 600.00	\$ 500.00	\$ 1,411.00	\$ -	\$ 2,008.80	\$ 2,008.80	\$ 2,921.60
	11	0011 Ave	Day/Month/2016	\$ 246,061.00	\$ 600.00	\$ 500.00	\$ 1,446.00	\$ -	\$ 2,036.80	\$ 2,036.80	
	12	0012 Ave	Day/Month/2016	\$ 252,910.00	\$ 600.00	\$ 500.00	\$ 1,476.00	\$ -	\$ 2,060.80	\$ 2,060.80	\$ 3,097.60
	13	0013 Ave	Day/Month/2016	\$ 248,259.00	\$ 600.00	\$ 500.00	\$ 1,456.00	\$ -	\$ 2,044.80	\$ 2,044.80	
	14	0014 Ave	Day/Month/2016	\$ 294,389.00	\$ 600.00	\$ 500.00	\$ 1,686.00	\$ -	\$ 2,228.80	\$ 2,228.80	\$ 3,273.60
	15	0015 Ave	Day/Month/2016	\$ 254,547.00	\$ 600.00	\$ 500.00	\$ 1,486.00	\$ -	\$ 2,068.80	\$ 2,068.80	
	16	0016 Ave	Day/Month/2016	\$ 390,126.00	\$ 600.00	\$ 500.00	\$ 2,116.00	\$ -	\$ 2,572.80	\$ 2,572.80	\$ 3,641.60
	17	0017 Ave	Day/Month/2016	\$ 269,027.00	\$ 600.00	\$ 500.00	\$ 1,561.00	\$ -	\$ 2,128.80	\$ 2,128.80	
	18	0018 Ave	Day/Month/2016	\$ 390,756.00	\$ 600.00	\$ 500.00	\$ 2,116.00	\$ -	\$ 2,572.80	\$ 2,572.80	\$ 3,701.60
	19	0019 Ave	Day/Month/2016	\$ 218,842.00	\$ 600.00	\$ 500.00	\$ 1,306.00	\$ -	\$ 1,924.80	\$ 1,924.80	
	20	0020 Ave	Day/Month/2016	\$ 225,979.00	\$ 600.00	\$ 500.00	\$ 1,291.00	\$ -	\$ 1,912.80	\$ 1,912.80	\$ 2,837.60
	Project Totals			\$ 5,575,651.00	\$ 12,000.00	\$ 10,000.00	\$ 31,845.00	\$ -	\$ 43,076.00	\$ 43,076.00	\$ 33,076.00

\$ 75,271.29 Estimated Additional TIF Revenue
 \$ 46,367.11 Estimated TIF Less LMI

Agenda Item #12 - FYE 2015 Financial Audit

Submitted for:

Information

Recommendation:

Receive and File

Sample Language:

Mayor: *Would AOS please present the audit?*

AOS: *Reviews audit.*

Mayor: *Does the City Council wish to discuss the audit further? If not, thank you.*

Agenda Item #13 - 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, Tweed, Peterson, Adams
 - ii. Policy, Peterson, Sacker, Adams
 - iii. Economic Development, Lyon, Tweed, 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 #14 - 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 ___; Tweed ___; Sacker ___; Peterson ___;*

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