

**-NOTICE OF A PUBLIC MEETING-
Governmental Body: Van Meter City Council**

Date of Meeting: Thursday, April 21, 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 March 24, 2016 and April 7, 2016 City Council meetings
 - b. February Claims list
 - c. February Financial Statement
 - d. A Resolution approving Personnel Transactions
8. A third and final 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 will be taken.
9. Action on a proposed agreement with the Warren Rural Water District to provide water service to the “Feldman Acres” rural subdivision.
10. Action on a proposed memorandum of understanding with Van Meter Youth Football to provide registration services.
11. Action on the final plat for “Roberts Acres” and the acceptance of public utility improvements.
12. Action on a proposal to set a date, time, and place for a public hearing on an ordinance establishing water and sewer capital improvement fees.
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, April 21, 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, March 24, 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, Elizabeth Tweed and Lyn Lyon. Owen Stump was absent

Staff present: City Administrator Jake Anderson, City Clerk Liz Thompson, City Attorney/Parliamentarian Erik Fisk (by phone), Public Safety Director/Sergeant at Arms William Daggett, City Engineer Bob Veenstra, Public Works Director Dave Herman, 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 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 February 18, 2016 and March 4, 2016 council meetings.
 - b. February Claims list.

VENDOR	REFERENCE	AMOUNT
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
BRIAN ANDERSON CONSTRUCTION	SHINGLES FOR WELL HOUSES	\$ 945.00
CARPENTER UNIFORM CO	PD UNIFORMS	\$ 338.94
CASEY'S GENERAL STORE	PD GAS	\$ 687.30
CENTURY LINK	PD FAX LINE	\$ 336.84
CHESNUT SIGNS	EMS UNIT LETTERING	\$ 1,788.75
COMPASS BUSINESS SOLUTIONS	CHECKS W EBANK INFO	\$ 380.65
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
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
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
EFTPS	FED/FICA TAX	\$ 4,106.59
ELECTRONIC ENGINEERING	PAGER REPAIRS	\$ 228.85
EMERGENCY SERVICES MARKETING	IAMRESPONDING PHONE USAGE	\$ 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
IFMCV	MONTHLY RENT PER LEASE/OPTION	\$ 1,000.00
IMAGING TECHNOLOGIES	CONTRACT CHARGES/OVERAGES	\$ 345.44

IMFOA	IMFOA DUES 16/17	\$ 50.00
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
IPERS	PROTECT IPERS	\$ 2,359.38
JEVIN INC.	WEB PAY ACCEPTANCE FEE REC	\$ 373.10
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
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	IA BICYCLE COALITION CONF	\$ 160.00
SAM'S CLUB MC/SYNCB	PURCHASE FOR LITTLE LEG SIGNUP	\$ 9.76
SHELLY JAMES	CITY HALL CLEANING	\$ 90.00
SHORTEL INC	PHONE CHARGES	\$ 356.81
SOUTHERN UNIFORM & EQUIPMENT	EMS PATCHES	\$ 331.45
SQUARE, INC	CREDIT CARD ACCEPTANCE FEE	\$ 25.16
STIVERS FORD	PAINT RESCUE 842	\$ 385.39
THE HARTFORD	EMPLOYEE LIFE/DIS INS	\$ 308.92
TREAS - STATE OF IOWA W/H	STATE TAXES	\$ 1,368.00
TREAS - STATE OF IOWA W/H	STATE TAXES	\$ 687.00
UNITYPOINT CLINIC	SUMMARY DRUG TESTING	\$ 74.00
US POSTMASTER	MAR UT BILLS/NEWSLETTERS	\$ 199.82
VEENSTRA & KIMM INC	BUILDING INSPECTIONS	\$ 4,601.93
VERIZON WIRELESS	PW CHARGES	\$ 338.36
VERIZON WIRELESS	PD CELL PHONES	\$ 474.93
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
WELLS FARGO	BUSINESS BANKING FEES	\$ 21.16
WELLS FARGO CC	PD BUSINESS CARDS & SUPPLIES	\$ 409.30
WELLS FARGO CC	CONFERNCES/MISC	\$ 942.38
	***** REPORT TOTAL *****	\$ 75,691.17

c. February Financial Statement.

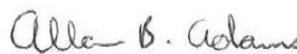
FUND	RECEIVED	DISBURSED
GENERAL	\$ 46,596.95	\$ 32,718.27
VEHICLE INSPECTION FUND	\$ -	\$ 2,135.00
FD-VEHICLE REPLACEMENT	\$ -	\$ 10,000.00
PARK OPERATIONS	\$ 5,650.00	\$ 4,257.90

ROAD USE TAX	\$ 10,501.41	\$ 6,489.69
EMPLOYEE BENEFITS	\$ 293.16	\$ 11,070.91
EMERGENCY FUND	\$ 33.46	\$ -
TIF ORIGINAL (420-844)	\$ 353.78	\$ -
LIBRARY TRUST FUND	\$ 35.00	\$ 4,210.93
VM COMMUNITY BETTERMENT	\$ 500.00	\$ 55.00
SITE CERT/WA PROJECT	\$ -	\$ 13,285.00
DEBT SERVICE	\$ 336.78	\$ -
CEMETARY-PERPETUAL CARE	\$ 1,000.00	\$ -
WATER	\$ 19,323.66	\$ 10,676.54
SEWER	\$ 11,779.65	\$ 8,540.14
*****REPORT TOTAL*****	\$ 96,403.85	\$ 103,439.38

d. Approval of the Fieldhouse's Liquor License

Sacker moved supported by Peterson to adopt and approve Resolution #2016-6, "A Resolution Adopting the Revised Consent Agenda." Passed unanimously.

- 8) 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 consistent with the request for additional time and information communicated by the residents of the "Feldman Acres" rural subdivision last month a letter had been sent outlining the implications of annexation and a special assessment. Anderson further noted that he had received a request from two of the residents requesting that the City waive its right to serve the development so that Warren Rural Water could provide service. Anderson explained that rural water may be an acceptable alternative if the rural water district would agree to serve those customers only and not lay claim to servicing the entire territory. Stan Ripperger, General Manager of the Warren Rural Water District discussed their ability to serve the customers and indicated that he understood that the City would not relinquish its rights to serve the territory more broadly. Mayor Adams opened the second public hearing. Stacey Rhoads and Toni Osier spoke on behalf of the development and indicated that they and their neighbors were in agreement that rural water was their preferred path forward. Sacker moved supported by Tweed to delay action one month to allow the City and Rural water to come to terms for the service of the customers and not the territory and to concurrently get the residents of "Feldman Acres" signed up for Warren Rural Water service. Passed unanimously.
- 9) Mayor Adams asked Parks and Rec Coordinator Alex Brayton to present the proposed resolution and application that would establish a Bob Feller Little League scholarship. Brayton explained that the Bob Feller exhibit at City Hall generates some nominal donations and that the proposed resolution deposits that money into the Parks and Rec Operating Fund in order to support the involvement, in little league, of those that cannot otherwise afford to participate. Moved by Peterson supported by Tweed to approve Resolution #2016-7, "A Resolution to Establish A Bob Feller Little League Scholarship." Passed unanimously.
- 10) Mayor Adams asked City Administrator Jake Anderson to present the proposal to engage Dorsey and Whitney to amend the Urban Renewal Plan and Urban Revitalization Plan. Anderson explained that the legal fees to amend the Urban Renewal Plan would cost \$3,500 to amend the Urban Renewal Plan in order to use TIF to market the community for economic development purposes and administer the urban renewal plan and urban renewal activities. Anderson asked that he Council meet with Bond Counsel to discuss the Urban Revitalization Plan before authorizing the legal services to amend the plan. Moved by Peterson supported by Tweed to approve the legal services to amend the Urban Renewal Plan. Passed unanimously.
- 11) Mayor Adams asked City Administrator Jake Anderson to present the proposed memorandum of understanding between the City of Van Meter, Gene Gabus, and Veenstra and Kimm Inc. Anderson explained that the MOU provides for the waiving of fees based on a commitment to build at least 6 houses within one year if the number of trips to Van Meter by the V&K Building Inspector to conduct building inspections can be limited to less than 7. The coordination of building inspections allows V&K to discount the building inspection work for the City and the discounted prices makes it manageable to work with Gabus on the building permit fees. Moved by Sacker supported by Peterson to approve the MOU. Passed unanimously.
- 12) Mayor Adams asked Brian Brustkern from the Auditor of State's office to present the annual audit report for the fiscal year ending June 30, 2015. Mr. Brustkern went through the City's financial operations and presented the findings noting that the audit report was very typical of a community the size of Van Meter.
- 13) Staff/Council Reports
- Anderson reported that a work session is scheduled for April 7, that the City is now ready to beta test an online system for accessing utility accounts and accepting utility payments, and the recruitment of a temporary City Clerk.
- 14) Having no further business Mayor Adams asked for a motion to adjourn. Moved by Lyon supported by Sacker. Passed unanimously.

 Allan B. Adams, Mayor

ATTEST
 Liz Thompson, City Clerk

- 1) The Van Meter City Council met for a regular council meeting on Thursday, April 7, 2016 at the Van Meter City Hall. Mayor Allan Adams called the meeting to order at 6:34p.m. The following council members were present upon roll call: Kim Sacker, Mike Peterson, Elizabeth Tweed, Owen Stump and Lyn Lyon.

Staff present: City Administrator Jake Anderson, City Clerk Liz Thompson, City Engineer Bob Veenstra, Bond Counsel John Danos, and Financial Advisor Tim Oswald.

Sacker moved supported by Peterson to approve the agenda. Passed unanimously.

- 2) Oswald, Danos, and Veenstra discussed options for financing the water treatment plant project. Primarily they outlined the types of debt (general obligation and revenue bonds) that the City can issue for the project. The Council directed staff to craft an ordinance that would establish utility capital improvement fees and a schedule that would escalate the fees to a level that would fund the project while reserving an appropriate amount of general obligation debt capacity.
- 3) Danos discussed with the City Council Chapter 404 of the Iowa Code that allows a City to establish an Urban Revitalization plan in order to abate property taxes to incent the private sector to invest in property rehabilitation or new construction. It was noted that the City's existing plan expired on January 1, 2016. The Council directed staff to explore engaging a consultant to determine what the City Council could designate as needing to be revitalized.
- 4) Having no further business Mayor Adams asked for a motion to adjourn. Moved by Lyon supported by Peterson. Passed unanimously.

Allan B. Adams Allan B. Adams, Mayor

ATTEST
Liz Thompson Liz Thompson, City Clerk

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE

ACCOUNTS PAYABLE CLAIMS				

ACCO	CHEMICALS	933.40		
ADT SECURITY SERVICES	QRTLY SECURITY SERVICES	120.00		
AGSOURCE COOPERATIVE SERVICES	WASTE WATER TESTING	337.50		
ALEX BRAYTON	MEETING MILEAGE/FOOD EXP	366.35		
BAKER & TAYLOR	BOOKS	276.86		
BOBS AUTO PARTS	BATTERY/BATTERY CORE	242.40		
CARPENTER UNIFORM CO	UNIFORM EXPENSES	679.30		
CASEY'S GENERAL STORE	PD GAS	651.17		
CENTURY LINK	PHONE CHARGES	331.81		
CITY OF VAN METER	PLANTS FOR CITY	111.60		
CULLIGAN	AUTO RENTAL	21.95		
DALLAS COUNTY NEWS	LEGAL PUBLICATIONS	18.56		
DANKO	WA RESCUE THROW BAG	98.43		
DASHEL ROSS	STATE EMT TESTING FEE	30.00		
DCG SPIRIT STABLE	CODE 411 TSHIRTS	1,087.50		
DELTA DENTAL	EMPLOYEE DENTAL INS	1,027.68	11178595	3/31/16
DEMCO	BOOK COVERING & MATERIALS	137.79		
DMACC	PRACTICAL EXAM FEES	500.00		
EFTPS	FED/FICA TAX	4,102.89	11178591	3/25/16
EFTPS	FED/FICA TAX	4,104.10	11178598	4/08/16
ELECTRONIC ENGINEERING	VHF REPEATER RELICENSING	595.00		
EMERGENCY SERVICES MARKETING	YR 3/5 YR SUBSCRIPTION	650.00		
TREASURER'S OFFICE - ISU	INSTR1 FOR WM DAGGETT	50.00		
FRANK DUNN CO	HIGH PERFORMANCE PATC	315.00		
GRAHAM TIRE DES MOINES INC	STATE BID TIRES FOR P800	867.12		
H D SUPPLY WATERWORKS	FLAGS PAINT - WA DEPT	121.00		
HEARTLAND COOP	FD DIESEL/PW CHEMICALS	112.15		
IA ASSOC OF MUNICIPAL UT	2016 IAMU WATER MEMBER DUES	526.71		
IFMVC	MONTHLY RENT PER LEASE/OPTION	1,000.00		
IPERS	PROTECT IPERS	2,338.48	11178589	3/25/16
JACOB STEELMAN	STATE EMT TESTING FEE	30.00		
KONICA MINOLTA	CONTRACT COVERAGE	229.82		
LAPG	CAT TOURNIQUET & HOLDER	71.15		
LIFE LINE EMERGENCY VEHICLES	REFURBISH NEW AMBULANCE	6,791.65		
LOWE'S	DEPT MATERIALS/SUPPLIES	308.93		
MAFFIN OUTDOOR POWER & AUTO	BATTERY & MOUNT TIRES P800	190.20		
MATHESON TRI GAS INC	OXYGEN	56.15		
MEDIACOM	INTERNET SERVICES	205.90		
MICHAEL BROWN	STATE EMT TESTING FEE	30.00		
MIDAMERICAN ENERGY	GAS/ELEC	2,341.02		
MULCHMART LLC	MULCH FOR ENTRANCE SIGN	108.15		
BERGANKDV	BLOCK OF HOURS & BALANCE DUE	1,503.40		
NFPA	MEMBERSHIP DUES	175.00		
NORTHWAY CORPORATION	WELL PUMP REPAIR	2,830.50		
OFFICE DEPOT	LIB SUPPLIES	368.47		
PLAY IT AGAIN SPORTS	NEW & USED EQUIP LITTLE LEAGUE	790.68		
SAM'S CLUB MC/SYNCB	EASTER PRODUCTS/PHONE REPAIRS	366.73		
SHELLY JAMES	OFFICE CLEANING MAR & APR 16	180.00		
SHORTEL INC	PHONE SERVICES	275.92		
SO DALLAS LITTLE LEAGUE	VM BASEBALLS	874.77		
SQUARE, INC	CREDIT CARD ACCPETANCE FEE	31.45	11178593	3/31/16

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

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
THE HARTFORD	EMPLOYEE LIFE/DIS INS	308.92	11178596	3/31/16
TODD POLLARD	STATE EMT TESTING FEE	30.00		
TREAS - ST OF IA SALES TX	1ST QRT 2016 SALES TAX	2,401.00	11178592	4/01/16
TREAS - STATE OF IOWA W/H	STATE TAX	683.00	11178590	3/25/16
US POSTMASTER	APRIL UT BILLS/NEWSLETTERS	203.70	26014	3/30/16
VM YOUTH WRESTLING	CONCESSIONS	120.00		
WASTE CONNECTIONS	GARBAGE CONTRACT	6,638.21		
WELLMARK	EMPLOYEE HEALTH INS	9,278.79	11178594	3/31/16
WELLS FARGO		15.00	11178597	3/31/16
WHITFIELD & EDDY PLC	LEGAL SERVICES	1,022.50		
**** PAID TOTAL ****		24,495.01		
**** SCHED TOTAL ****		35,720.75		
**** OPEN TOTAL ****				
**** ON HOLD TOTAL ****				
***** REPORT TOTAL *****		60,215.76		

DEPT DEPT NAME TOTAL CHECK# DATE

LIABILITIES	11,228.47
POLICE	6,010.26
EMERGENCY MANAGEMENT	12.75
FIRE	2,760.54
AMBULANCE	7,467.80
ROADS, BRIDGES, SIDEWALKS	3,041.70
STREET LIGHTING	213.52
GARBAGE	6,896.76
LIBRARY	2,205.96
PARKS	20.92
RECREATION	3,168.92
CEMETERY	111.60
CLERK/TREASURER/ADM	1,141.27
LEGAL SERVICES/ATTORNEY	1,792.76
CITY HALL/GENERAL BLDGS	613.66
WATER	10,359.65
SEWER/SEWAGE DISPOSAL	3,169.22

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

FUND	FUND NAME	TOTAL	CHECK#	DATE
001	GENERAL	27,232.75		
059	PARK OPERATIONS	3,530.79		
110	ROAD USE TAX	3,273.35		
112	EMPLOYEE BENEFITS	7,101.90		
182	LIBRARY TRUST FUND	1,883.56		
600	WATER	12,196.32		
610	SEWER	4,997.09		



CITY OF VAN METER

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

<u><i>Treasurer's Report</i></u>	
Book Balance, Beginning of Month:	\$1,208,373.21
Add: Total Revenues this Month: with transfers	\$66,589.39
Less: Total Expenditures this Month: with transfers	(\$92,666.22)
Add: Δ Liability	\$0.00
Book Balance End of Month:	\$1,182,296.38

<u><i>Bank Reconciliation</i></u>	
Checking Account Balance End of Month:	\$940,907.15
Less: Outstanding Transactions (Cash Report):	(\$8,940.77)
Adjusted Checking Account Balance:	\$931,966.38
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	\$1,182,296.38

Difference:	\$0.00
Note(s):	

Verify: Mayor or Mayor Pro Tem:

CALENDAR 3/2016, FISCAL 9/2016

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001 GENERAL	75,643.78	21,331.30	34,541.50	.00	62,433.58
049 VEHICLE INSPECTION FUND	7,382.93	.00	.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	8,044.93	.00	.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	1,788.75	.00	1,115.07
056 TECHNOLOGY REPLACEMENT-	5,000.00	.00	.00	.00	5,000.00
057 BUILDING REPAIR RESERVE	3,000.00	.00	.00	.00	3,000.00
058 FARMERS MARKET	3,334.21	.00	.00	.00	3,334.21
059 PARK OPERATIONS	17,726.35-	642.40	2,964.31	.00	20,048.26-
060 GAS/ELEC FRANCHISE FEE	12,267.24	.00	.00	.00	12,267.24
110 ROAD USE TAX	55,092.21	10,773.24	7,666.83	.00	58,198.62
112 EMPLOYEE BENEFITS	65,918.35	1,373.00	9,981.94	.00	57,309.41
119 EMERGENCY FUND	318.54	156.70	.00	.00	475.24
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)	69,884.39	717.75	.00	.00	70,602.14
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	50,549.60	.00	8,987.33	.00	41,562.27
183 VM COMMUNITY BETTERMENT	2,536.03	1,300.00	55.00	.00	3,781.03
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	137,372.02	.00	1,666.50	.00	135,705.52
200 DEBT SERVICE	10,407.11	1,495.24	.00	.00	11,902.35
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	107,803.13	16,249.59	16,793.93	.00	107,258.79
606 WATER MAIN PROJECT	37,710.29	.00	.00	.00	37,710.29
610 SEWER	6,099.93	12,550.17	8,220.13	.00	10,429.97
612 DEBT SERVICE-SEWER LAGO	.00	.00	.00	.00	.00
Report Total	1,208,373.21	66,589.39	92,666.22	.00	1,182,296.38

Resolution # 2016-_____ “A Resolution Approving Personnel Transactions”

WHEREAS, the City Administrator recommends the following hires and additions to the payroll.

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

Section 1. The following individuals are named employees of the City of Van Meter and their pay is authorized per the following schedule:

Title	Name	Wage	FTE
Police Officer	Zachery Rundlett	\$12.00/Hour	0.25 FTE
Management Intern	Kyle Michel	\$15.00/Hour	Temporary/Seasonal
Recreation Associate		\$12.00/Hour	Temporary/Seasonal
Recreation Associate		\$12.00/Hour	Temporary/Seasonal
Concessions Attendant		\$9.00/Hour	Temporary/Seasonal
Concessions Attendant		\$9.00/Hour	Temporary/Seasonal

Section 2. The pay for each employee is approved and authorized retroactively to their respective start date as determined by the City Administrator.

Section 3. All new hires are subject to a standard probationary period that shall be no less than 90 days but may be extended for a longer period as determined by the City Administrator.

Section 4. The employment of temporary and/or seasonal employees shall terminate on a date-certain determined by the City Administrator.

PASSED AND APPROVED this 21st Day of April, 2016.

_____ Mayor Allan Adams

ATTEST:

_____ Liz Thompson, City Clerk

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 on October 31, 2016 or before if Warren Water is able to provide service.

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.*

Agenda Item #9 - Addendum to the 2 mile water service agreement with Warren Rural Water

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.*

**FIRST AMENDMENT TO TWO-MILE AGREEMENT
BETWEEN THE CITY OF VAN METER AND THE WARREN WATER DISTRICT**

This “First Amendment to Two-Mile Agreement” (hereafter “Amendment”) is made and entered into this ____ day of _____, 2016, by and between the City of Van meter, Iowa (“City”), a municipal corporation organized and existing under the laws of the State of Iowa, and Warren Water District (“Warren”), organized and incorporated as a body politic pursuant to Chapter 357A of the Iowa Code.

RECITALS

WHEREAS, the City and Warren do recognize that “Two-Mile Agreement,” dated May 21, 2001, attached hereto as Exhibit “A,” which, pursuant to its own terms, paragraph 8, remains in full force and effect until it is either (i) fully performed by the parties or (ii) mutually terminated by the parties in writing;

WHEREAS, the City desires to permit Warren to provide water service to certain users within the two-mile radius of the limits of its city who have previously been provided water service by the City;

WHEREAS, Warren desires to provide the water service to said users, but also desires to retain its right to require that the City exercise and execute on its “purchase option,” paragraph 4, in the event the City desires, at any time in the future, to provide water services to the users Warren intends to serve under this Agreement; and

WHEREAS, Warren and the City desire to clarify their respective rights and responsibilities for the circumstances contemplated by this Amendment and in the “Two-Mile Agreement”.

NOW, THEREFORE, the parties hereto agree as follows:

1. The City and Warren do hereby mutually consent and agree that Warren shall be permitted to provide water service to those users located in the “Feldman Acres” rural subdivision, even though the City has provided water services to those users since the execution of that first “Two-Mile Agreement” in 2001.

2. The City and Warren do hereby mutually consent and agree that paragraph 5 of that “Two-Mile Agreement” would apply to any area adjacent to a water main constructed by Warren to serve the users located in the “Feldman Acres” rural subdivision, that Warren cannot assert a service area claim under paragraph 7 of that “Two-Mile Agreement” beyond those properties included in the “Feldman Acres” subdivision, and that, at any time the City desires to purchase the users in the “Feldman Acres,” said purchase will be exercised only pursuant to the terms of paragraph 4 of that “Two-Mile Agreement.”

Executed on the day and year first written above

WARREN WATER DISTRICT

Chairman

Secretary

STATE OF IOWA)
)SS
COUNTY OF _____)

On this ____ day of _____, 2016, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared _____ and _____, to me personally known, who being by me duly sworn, did say they are the Chairman and Secretary, respectively, of the corporation executing the within and foregoing instrument to which this is attached; that no seal has been procured by the corporation; that the instrument was signed on behalf of the corporation by authority of its Board of Directors; and that _____ and _____ as officers acknowledged the execution of the foregoing instrument to be the voluntary act and deed of the corporation, by it and by them voluntarily executed.

NOTARY PUBLIC IN AND FOR
THE STATE OF IOWA

CITY OF VAN METER

Allan Adams, Mayor

Attest: _____
Liz Thompson, City Clerk

STATE OF IOWA)
)SS
COUNTY OF DALLAS)

On this _____ day of _____, 2016, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Allan Adams and Liz Thompson, to me personally known, who being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the municipality executing the within and foregoing instrument to which this is attached, that the municipality has no seal; that the instrument was signed and sealed on behalf of the municipality by authority of its City Council or governing board , as contained in Resolution No.____ passed by the City Council under No. _____ of the City Council on the _____ day of _____, 2016 and that as officers acknowledged the execution of the foregoing instrument to be the voluntary act and deed of the municipality, by it and by them voluntarily executed.

NOTARY PUBLIC IN AND FOR
THE STATE OF IOWA

Agenda Item #10 - Youth Football MOU

Submitted for:

Action

Recommendation:

Approve the MOU

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
REGISTRATION MANAGEMENT FOR YOUTH TACKLE FOOTBALL
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 **Van Meter Youth Football**, referred to as **League**.

WITNESSETH; THAT WHEREAS, the League offers recreational programming in the form of tackle football to the residents in Van Meter and the Van Meter Community School District, and

WHEREAS, the League wishes to establish online registration options for participants to streamline registration in substantially the same manner as City recreation programs, and

WHEREAS, the City's online recreation registration software is scalable and the additional users do not detract from the City's existing users, and

WHEREAS, the City wishes to be a good community partner to organizations whose user base is largely comprised of the same people.

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

- 1. SCOPE OF PROJECT.** The scope of this agreement includes the annual registration for the League season to take place in 2016 starting Friday, April 22, 2016.
- 2. THE CITY OF VAN METER AGREES AS FOLLOWS:**
 - A. The City will accept registrations for the League using the Jevin online registration system currently operated for City Parks and Recreation programs.
 - B. The City will withhold ten percent (10%) of the fees charged to League participants in order to cover transaction fees and minor administrative expenses.
 - C. The City will disburse to the League the remaining ninety percent (90%) of the fees charged to League participants once per month in accordance with the City's regular bill payment schedule.
- 3. VAN METER YOUTH FOOTBALL, THE LEAGUE, AGREES AS FOLLOWS:**
 - A. The City's involvement is merely to provide ease of access and convenience to an already established registration management system.
 - B. Youth tackle football is not a City Sponsored activity.

C. The League indemnifies and holds the City of Van Meter harmless for any liability arising from the activities of the League and its participants.

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

LEAGUE:

By  _____
Eric Trudo, President

Agenda Item #11 - Roberts Acres Final Plat

Submitted for:

Action

Recommendation:

Approve the Final Plat and Accept the Public Infrastructure

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.*



ERIK S. FISK
699 WALNUT STREET, SUITE 2000
DES MOINES, IOWA 50309

whitfieldlaw.com

515-288-6041 P 515-246-1474 F

515-558-0102 D
fisk@whitfieldlaw.com

April 15, 2016

By Email Only

Mayor Allan Adams
City of Van Meter
505 Grant Street
Van Meter, IA 50261

RE: Roberts Acres

Dear Mr. Mayor:

We have reviewed the information provided for final approval of Roberts Acres to determine whether it is in conformance with Chapter 170 of the Van Meter Code of Ordinances and Iowa Code Chapter 354.

Section 170.20.040 Attachments Required On Final Plats

A. *Plat Map*

It is my understanding the city engineer has possession of and has reviewed the plat map for conformance with this ordinance. This opinion letter makes no statement regarding the conformance of the plat map.

B. *Attachments*

1. **Title Opinion:** The materials provided include a title opinion prepared by Mr. Bryan R. Jennings. The existence of a title opinion conforms to the requirements of this section and the Iowa Code.
2. **Certificate of Proprietor:** The title opinion prepared by Mr. Jennings identifies "James Lee Roberts," as the record fee title owner of the real estate to be platted as Roberts Acres. The information provided includes a "Prioprieter's Statement and Consent of Owners" signed by James Lee Roberts in conformance with this section.
3. **Certificate of Mortgage Holder:** The title opinion prepared by Mr. Jennings identifies two mortgages: (1) at Book 2012, Page 19427, dated October 24, 2012, and recorded October 31, 2012, in favor of Wells Fargo Bank, N.A.; and (2) at Book 2015, Page 19008, dated November 24, 2015, and recorded November 25, 2015. The information includes a "Statement and Consent of Mortgage Holder,"

executed by Ralph L. Hall, Vice President of Wells Fargo Bank, and a “Statement and Consent of Mortgage Holder,” executed by [name illegible] who purports to be a Vice President of Earlham Savings Bank. Provided the name of the individual executing on behalf of Earlham Savings Bank is identified in the Statement, these Statements would be in conformance with this section.

4. **Resolution and Certificate for Approval:** A resolution and certificate for approval by the City Council of the City of Van Meter and signatures of the Mayor and Clerk will need to be prepared for and upon the approval of the City Council.
5. **Certificate of the County Treasurer re Taxes and Special Assessments:** The materials provided include a Certificate of Treasurer of Dallas County, Iowa stating the real estate is free from all certified taxes, special assessments, and special rates and charges.
6. **Warranty Deed:** The Final Plat appears to show one or more lots to be dedicated for street development. The materials do not contain any transfer documents relative to any street lots.
7. **Declaration of Residential Covenants, Conditions and Restrictions:** The materials provided include a Declaration of Residential Covenants, Conditions and Restrictions (“Covenants”). We have reviewed the Covenants and note that the Covenants do not place any enforcement obligations on the City and further provide that the property is subject to any and all regulations of the City of Van Meter and that if there is a conflict between the Covenants and City ordinance that the most restrictive provision shall be binding.
8. We also note that the developer has submitted a “Platting Worksheet” for Dallas County and an “Approval of Subdivision Plat Name by Dallas County.” These do not impact our review, and we note their presence only.

Section 170.28 Design and Development Standards

It is my understanding the city engineer has possession of and has reviewed the plat map for conformance with this ordinance. This opinion letter makes no statement regarding the conformance of the plat map with the design and development standards and requirements of this section.

Section 170.36 Improvements

Section 166.11 requires a bond to insure improvements, including streets, sidewalks, and sewers, will be installed within one year after final approval of the plat. The amount of the estimate must be approved by the city engineers. This section also requires the subdivider to warrant the design, materials, and workmanship of the improvements, installation, and construction for a period of four years from and after completion. Such warranty shall be by bond or other acceptable collateral.

In the event any streets or other improvements have not yet been completed, the City should require a bond to insure the improvements will be installed within one year after final approval of the plat. If the improvements have been completed, the City should receive a bond or other collateral to warrant the design, materials, and workmanship of the improvements, installation, and construction for a period of four years from and after completion.

Conclusion

Prior to final approval of the plat, the City should:

1. Receive appropriate bonds for any completed or uncompleted improvements.
2. Clarify the issues relative to whether street dedication documents are required.
3. Clarify the name of the signator on the Statement of Mortgage Holder for the mortgage in favor of Earlham Savings Bank.

I have retained the copies of documents provided to me for our records.

Respectfully submitted,



Erik S. Fisk

cc: Jake Anderson (via e-mail)
H.R. Veenstra, Jr. (via e-mail)
Bryan Jennings (via e-mail)

Agenda Item #12 -

Water and Sewer Capital Improvement Fee

Submitted for:

Action

Recommendation:

Approve setting the date and time for a public hearing on the first reading of the proposed ordinance

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.*

Capital Improvement Fee Schedule Options

Capital Cost	\$4,200,000
GO Debt	\$ 995,000.00
Revenue Debt	\$ 3,205,000.00
Annual Payment Funded with WA Rates	\$ 224,350.00
Less Franchise Fee/Rent	\$ 174,350.00
Number of Users	409
Annual Cost Per User	\$ 426.28
Monthly Cost Per User	\$ 35.52
Increment	\$ 5.92

Option 1	Schedule	Water Capital Improvement Fee	Sewer Capital Improvement Fee
Flat Monthly Fee	1-Jul-16	\$ 5.92	\$ 1.00
	1-Jan-17	\$ 11.84	\$ 1.00
	1-Jul-17	\$ 17.76	\$ 1.00
	1-Jan-18	\$ 23.68	\$ 1.00
	1-Jul-18	\$ 29.60	\$ 1.00
	1-Jan-19	\$ 35.52	\$ 1.00

Option 2	Schedule	Water Capital Improvement Fee	Sewer Capital Improvement Fee
Per Gallon Rate	1-Jul-16	\$ 0.003	\$ 0.0005
	1-Jan-17	\$ 0.006	\$ 0.0005
	1-Jul-17	\$ 0.009	\$ 0.0005
	1-Jan-18	\$ 0.012	\$ 0.0005
	1-Jul-18	\$ 0.015	\$ 0.0005
	1-Jan-19	\$ 0.018	\$ 0.0005

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.*