**-NOTICE OF A PUBLIC MEETING-**
**Governmental Body: Van Meter City Council**
**Date of Meeting: Thursday, May 19, 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 May 19, 2016
   b. May Claims list
   c. May Financial Statement
   d. A resolution approving employee wage adjustments
   e. Approve Casey's Tobacco Permit
   f. Appoint Michael Wahlert to the Planning and Zoning Commission
8. Action on a proposed memorandum of understanding with the Van Meter Youth Soccer Club for the transfer of assets and management of programs.
9. A public hearing and action on the second reading of a proposed ordinance establishing water and sewer capital improvement fees. Consideration will be given to waiving the third reading and proceeding directly to approval and adoption.
10. 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
11. Adjourn

Date Posted: May 13, 2016

# Agenda Item #1 -
## Call to Order

Submitted for:

Recommendation:

Sample Language:

Mayor: *The time is Seven O'clock PM on Thursday, June 16, 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.*

City of Van Meter, Iowa
City Council Minutes –05-19-2016

1) The Van Meter City Council met for a regular council meeting on Thursday, May 19, 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, Owen Stump, and Lyn Lyon.

   Staff present: City Administrator Jake Anderson, City Attorney/Parliamentarian Erik Fisk, Public Safety Director/Sergeant at Arms William Daggett, 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 Peterson. 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 April 21, 2016 council meeting.
   b. April Claims list.

| VENDOR | REFERENCE | AMOUNT |
|---|---|---|
| ACCO | CHEMICALS | $ 574.00 |
| ADT SECURITY SERVICES | SECURITY SERVICES 310 MIll | $ 120.00 |
| AGSOURCE COOPERATIVE SERVICES | WATER/SEWER TESTING | $ 320.75 |
| BAKER & TAYLOR | BOOKS/MOVIES | $ 158.26 |
| BART JONES | SDLL UMPIRE | $ 30.00 |
| BRIAN GORDON | SDLL UMPIRE | $ 30.00 |
| BSN SPORTS | UNIFORM EQUIPMENT | $ 7,728.34 |
| CARPENTER UNIFORM CO | PD AND FD UNIFORM ITEMS | $ 497.94 |
| CASEY'S GENERAL STORE | FUEL | $ 1,088.53 |
| CENTURY LINK | PHONE SERVICES | $ 332.79 |
| CITY OF PERRY | IPRA CONF HOTEL REIMBURSEMENT | $ 387.00 |
| CULLIGAN | WATER SERVICE | $ 86.95 |
| CUSTOM LAWN CARE & LANDSCAPING | FERTILIZING/WEED CONTROL | $ 478.00 |
| DATA TECHNOLGOIES INC | IUB IMPLEMENTATION | $ 1,426.25 |
| DELTA DENTAL | EMPLOYEE DENTAL INS | $ 1,027.68 |
| DEMCO | BOOK COVERING SUPPLIES | $ 137.79 |
| EARLHAM SAVINGS BANK | BANK FEES | $ 25.00 |
| EFTPS | FED/FICA TAX | $ 4,298.39 |
| EFTPS | FED/FICA TAX | $ 4,450.92 |
| ELECTRONIC ENGINEERING | PAGER REPAIR | $ 137.00 |
| FORTE | IB PAYMENT ACCEPTANCE FEE | $ 0.50 |
| GABE BUTTON | SDLL UMPIRE | $ 90.00 |
| GATEHOUSE MEDIA IOWA | LEGAL PUBLICATIONS | $ 204.21 |
| GRAHAM TIRE DES MOINES INC | PD SET TIRES STATE BID | $ 505.80 |
| HEARTLAND COOP | FUEL | $ 144.31 |
| HEIMAN FIRE EQUIPMENT | FLOW TESTER/BOOTS | $ 1,389.35 |
| HOPKINS SPORTING GOODS | PITCHER PLATE | $ 116.99 |
| IFMCV | LEASE OPTION | $ 1,000.00 |
| IOWA ONE CALL | LOCATES | $ 38.70 |
| IPERS | PROTECT IPERS | $ 2,315.47 |
| IPERS | PROTECT IPERS | $ 2,348.39 |
| JEAN BIRKS | SDLL UMPIRE | $ 30.00 |
| JESTER INSURANCE SERVICE | INSURANCE RENEWALS | $ 45,952.00 |
| JEVIN INC. | WEB PAY ACCEPTANCE FEE REC | $ 487.90 |

| | | | |
|---|---|---|---|
| KONICA MINOLTA | CONTRACT COVERAGE | $ | 24.86 |
| LOWE'S | DEPT MATERIALS SUPPLIES | $ | 122.41 |
| MEDIACOM | INTERNET SERVICE | $ | 205.90 |
| MIDAMERICAN ENERGY | GAS/ELECTRIC | $ | 2,238.47 |
| BERGANKDV | IT SUPPORT | $ | 1,960.90 |
| ODEYS INC. | LINE CHALK | $ | 287.00 |
| OFFICE DEPOT | OFFICE SUPPLIES | $ | 104.70 |
| PANORA PARKS DEPT | SDLL UMPIRE | $ | 90.00 |
| PHYSIO-CONTROL, INC. | AEDS | $ | 7,593.09 |
| PLAY IT AGAIN SPORTS | UMPIRE EQUIPMENT | $ | 164.90 |
| QUIN PELZ | SDLL UMPIRE | $ | 90.00 |
| SAM'S CLUB MC/SYNCB | CONCESSIONS SUPPLIES | $ | 1,043.24 |
| SANDRY FIRE SUPPLY LLC | BUNKER GEAR | $ | 2,597.89 |
| SHORTEL INC | PHONE SERVICES | $ | 275.30 |
| SQUARE, INC | CREDIT CARD ACCEPTANCE FEE | $ | 44.52 |
| THE HARTFORD | EMPLOYEE LIFE/DIS INS | $ | 308.92 |
| THORPE WATER DEV CO | PARKSREC/PRESSURE TANK REPAIR | $ | 1,152.07 |
| TOM GARDNER | SDLL UMPIRE | $ | 75.00 |
| TREAS - STATE OF IOWA W/H | STATE TAX | $ | 714.00 |
| TREAS - STATE OF IOWA W/H | STATE TAXES | $ | 723.00 |
| TRINITY BOTTENFIELD | SDLL UMPIRE | $ | 30.00 |
| TYCO INTEGRATED SECURITY LLC | SECURITY SERVICES 505 GRANT | $ | 120.00 |
| US POSTMASTER | MAY UT BILLS/NEWSLETTERS | $ | 199.02 |
| VEENSTRA & KIMM INC | ROBERTS ACRES ENG SERVICES | $ | 8,772.38 |
| VEENSTRA & KIMM INC | BUILDING INSPECTIONS | $ | 10,143.42 |
| VERIZON WIRELESS | PD CHARGES | $ | 474.48 |
| VERIZON WIRELESS | WIRELESS PHONE SERVICE/EQUIP | $ | 2,029.59 |
| VMWARE INC | IUB DATABASE SOFTWARE | $ | 171.60 |
| WASTE CONNECTIONS | RESIDENTIAL WASTE COLLECTION | $ | 6,638.21 |
| WELLMARK | EMPLOYEE HEALTH INS | $ | 9,278.79 |
| WELLS FARGO CC | ADMIN/CONF & LODGING/NEST SEC | $ | 688.94 |
| WELLS FARGO CC | EMS GEAR | $ | 2,246.69 |
| WHITFIELD & EDDY PLC | SERVICES THROUGH 3/31/16 | $ | 577.50 |
| | ******* REPORT TOTAL ******* | **$** | **139,146.00** |

c. April Financial Statement.

| **FUND** | **RECEIVED** | | **DISBURSED** | |
|---|---|---|---|---|
| GENERAL | $ | 121,103.51 | $ | 39,269.13 |
| PARK OPERATIONS | $ | 7,559.46 | $ | 6,245.29 |
| GAS/ELEC FRANCHSIE FEE | $ | 12,409.99 | $ | - |
| ROAD USE TAX | $ | 7,471.81 | $ | 6,827.10 |
| EMPLOYEE BENEFITS | $ | 21,917.04 | $ | 10,013.01 |
| EMERGENCY FUND | $ | 2,501.53 | $ | - |
| TIF-CR ESTATE | $ | 76,073.83 | $ | - |
| TIF-WH PINES SUBDIVISIO | $ | 16,226.77 | $ | - |
| TIF-POLK CO. BANK | $ | 12,309.29 | $ | - |
| TIF ORIGINAL (420-844) | $ | 21,253.27 | $ | - |
| LIBRARY TRUST FUND | $ | - | $ | 4,167.02 |
| VM COMMUNITY BETTERMENT | $ | 1,850.00 | $ | 55.00 |
| REC CAPITAL FUND | $ | - | $ | 2,939.18 |
| SITE CERT/WA PROJECT | $ | - | $ | 1,951.64 |
| DEBT SERVICE | $ | 33,868.39 | $ | - |
| WATER | $ | 14,990.46 | $ | 16,062.41 |
| SEWER | $ | 11,488.66 | $ | 8,839.92 |
| *******REPORT TOTAL******* | **$** | **361,024.01** | **$** | **96,369.70** |

d. Resolution #2016-12, “A Resolution Approving Transfers Between Funds.”

e. Approval of Adam Coyle's appointment as a board member to the Dallas County Local Housing Trust Fund.
f. Approval of Preston Dolezal's appointment to the Planning and Zoning Commission.

Sacker moved supported by Tweed to adopt and approve Resolution #2016-13, "A Resolution Adopting the Revised Consent Agenda." Passed unanimously.

8) Mayor Adams asked Administrator Anderson to present the proposal to amend the budget for the fiscal year ending June 30, 2016. Anderson noted the changes were reflective of decisions the Council had made throughout the year and that no public comment had been received in writing. Mayor Adams opened the public hearing. Hearing none Mayor Adams closed the public hearing and asked the Council for discussion. Hearing none, Mayor Adams asked for a motion to approve. Moved by Peterson supported by Tweed to approve Resolution#2016-14, "A resolution amending the budget for the fiscal year ending June 30, 2016. Passed unanimously.

9) Mayor Adams asked Administrator Anderson to present the proposed ordinance amending the Code of Ordinances pertaining to the zoning designation of a particular parcel. Anderson explained that the parcel comprised slightly more than 17 acres located east of the Veterans Reception Center. Anderson noted that the owner of record, Michael Wahlert, requested in writing that the parcel be rezoned from Agricultural to R-3 Multi Family Residential. Anderson explained that the request was consistent with the City's future land use plan and that the Planning and Zoning Commission has reviewed the request and is recommending approval and that the City has received no public comment in writing. Mayor Adams opened the public hearing. Hearing none Mayor Adams closed the public hearing and asked the City Council for discussion. Hearing none, Mayor Adams asked the City Council for a motion to approve the first reading of the proposed ordinance. Moved by Peterson supported by Tweed. Passed unanimously. Peterson moved supported by Tweed to waive the second reading of the proposed ordinance. On roll call the votes were as follows: Stump - No; Peterson – Yes; Tweed – Yes; Sacker – Yes; Lyon – Yes. Motion Passed. Peterson moved supported by Tweed to waive the third reading. On roll call the votes were as follows: Stump - No; Peterson – Yes; Tweed – Yes; Sacker – Yes; Lyon – Yes. Motion Passed. Peterson moved supported by Tweed to approve and adopt Ordinance 252, "An Ordinance Amending the Code of Ordinances of the City of Van Meter, Iowa, 2007 by Amending the Zoning Map to Change the Zoning Designation to a Specific Property – Parcel DD of Lot 2 of Trails End Plat 1." On roll call the votes were as follows: Stump - No; Peterson – Yes; Tweed – Yes; Sacker – Yes; Lyon – Yes. Motion Passed.

10) Mayor Adams asked Administrator Anderson to present the proposed ordinance amending the Code of Ordinances to establish per gallon water and sewer capital improvement fees. Anderson explained that consistent with the City Council's conversation with Bond Counsel and Financial Advisors an ordinance is being recommended to provide the water and sewer revenue necessary to support capital improvements more broadly but specifically the current proposal is aimed at paying for a drinking water treatment plant. The ordinance would enact a capital improvement fee for water that would increase two tenths of one cent every six months until a gallon of water generates one cent for capital improvements. The ordinance would also establish a new sewer fee at five hundredths of a cent per gallon for capital improvements. The sewer fee does not escalate until the ordinance is amended in the future. Anderson noted that no public comment had been received in writing. Mayor Adams opened the public hearing. Hearing none, Mayor Adams closed the public hearing and asked the Council for discussion. Hearing none, Mayor Adams asked for a motion to approve the first reading of the proposed ordinance. Sacker moved supported by Peterson. Passed unanimously. Peterson moved supported by Sacker to waive the second reading of the proposed ordinance. On roll call the votes were as follows: Stump - No; Peterson – Yes; Tweed – No; Sacker – No; Lyon – Yes. Motion failed. The public hearing on the second reading of the proposed ordinance is set for June 16, 2016 at 7:00p.m. at the Veterans Reception Center located at 910 Main Street in Van Meter.

11) Staff/Council Reports

Anderson reported on seeking quotes for a consultant to conduct a slum and blight survey related to updating the City's Urban Revitalization Plan.

12) 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

ACCOUNTS PAYABLE ACTIVITY
CLAIMS REPORT

ACCOUNTS PAYABLE CLAIMS

| VENDOR NAME | REFERENCE | | VENDOR TOTAL | CHECK# | CHECK DATE |
|---|---|---|---|---|---|
| ACCO | WATER CHEMICALS | | 537.00 | | |
| ADAM JONES | STACK-ON EVIDENCE GUN CABINET | | 75.00 | | |
| AGSOURCE COOPERATIVE SERVICES | WATER TESTING | | 433.50 | | |
| ALEX BRAYTON | MILEAGE | | 143.10 | | |
| ANDREW LOVAN | DEFENSIVE TACTICS TRAINING | | 400.00 | 26124 | 5/10/16 |
| ARNOLD MOTOR SUPPLY | PUBLIC WORKS PARTS/SUPPLIES | | 98.51 | | |
| BAKER & TAYLOR | BOOKS AND MOVIES | 205.50 | | | |
| BAKER & TAYLOR | BOOKS/MOVIES | 356.77 | 562.27 | 26125 | 5/10/16 |
| BALDON HARDWARE | KEYS | | 3.58 | 26126 | 5/10/16 |
| BANKERS TRUST | SERIES 2013 | | 79,556.25 | 11178616 | 5/31/16 |
| BARNES & NOBLE BOOK SELLER | BOOKS | | 28.42 | 26127 | 5/10/16 |
| BOB LACY | PARTS PUBLIC WORKS | | 100.58 | 26137 | 5/26/16 |
| BOBS AUTO PARTS | 66B PERMATIX | | 13.44 | | |
| BSN SPORTS | PERFORMANCE CREW SHIRTS | | 70.00 | | |
| CARPENTER UNIFORM CO | POLICE DEPT UNIFORM PURCHASES | | 933.61 | | |
| CASEY'S GENERAL STORE | PD GAS | | 1,047.02 | | |
| CENTRAL IOWA FLORAL | 2016 PLANT SALE | | 6,649.50 | | |
| CENTURY LINK | DPS FAX LINE | | 332.75 | | |
| CHESNUT SIGNS | EMS UNIT LETTERING BALANCE | | 1,586.25 | | |
| COMPASS BUSINESS SOLUTIONS | UT BILL CUSTOM WINDOW ENVELOPE | | 1,008.03 | | |
| CULLIGAN | WATER FOR LIBRARY | 8.35 | | | |
| CULLIGAN | WATER | 36.20 | 44.55 | 26128 | 5/10/16 |
| DALLAS COUNTY NEWS | LEGAL PUBLICATIONS | | 560.53 | | |
| DAN PHILLIPS | UMPIRE FEES | | 150.00 | | |
| DELTA DENTAL | EMPLOYEE DENTAL INS | | 1,027.68 | 11178622 | 5/31/16 |
| DEMCO | BOOK COVERING SUPPLIES | | 30.94 | | |
| DYKSTRA CONCRETE LLC | CITY HALL PARKING IMPROVEMENTS | | 4,510.00 | | |
| EARLHAM SAVINGS BANK | ACH FEE | | 25.00 | 11178620 | 5/31/16 |
| EFTPS | FED/FICA TAX | 4,398.24 | | 11178613 | 5/20/16 |
| EFTPS | FED/FICA TAX | 4,824.65 | 9,222.89 | 11178624 | 6/03/16 |
| ERIK FAUST | MILEAGE | | 266.76 | | |
| FOREST COMM PARKING LOT PAINT | CITY HALL PARKING PAINT LINES | | 250.00 | | |
| FORTE | IUB PAYMENT ACCEPTANCE FEE | | 7.30 | 11178618 | 5/31/16 |
| GABE BUTTON | SDLL UMPIRE | | 120.00 | | |
| GOTCHA GAMES | 2016 RR DAYS KIDS GAMES | | 4,000.00 | 26141 | 6/01/16 |
| HACH | WATER CHEMICALS | | 305.69 | | |
| HEARTLAND COOP | DIESEL/SHOP LP LEAK CHECK | | 110.00 | | |
| IA ASSOC OF MUNICIPAL UT | SAFETY CONFERENCE | | 280.00 | | |
| IA CMA | 2016 ANNUAL MEMBERSHIP FEES | | 120.00 | | |
| IFMCV | MONTHLY RENT PER LEASE/OPTION | | 1,000.00 | | |
| IMAGING TECHNOLOGIES | MAINTENANCE CONTRACT | | 403.13 | 26129 | 5/10/16 |
| IOWA ATHLETIC FIELD CONSTRUCTI | FLOOD REPAIRS | | 49,310.00 | 26136 | 5/19/16 |
| IOWA DEPARTMENT OF NATURAL RES | 2016 NPDES APP FEE | | 85.00 | | |
| IOWA LEAGUE OF CITIES | 16/17 MEMBER DUES | | 755.00 | | |
| IOWA ONE CALL | LOCATES | | 78.50 | | |
| IPERS | PROTECT IPERS | | 2,331.35 | 11178611 | 5/20/16 |
| J & M DISPLAYS | 2016 RR DAYS FIREWORKS DISPLAY | | 2,000.00 | 26142 | 6/01/16 |
| JEAN BIRKS | SDLL UMPIRE | | 150.00 | | |
| JESTER INSURANCE SERVICE | INSURANCE CHANGES | | 119.00 | | |
| JETCO INC | BOOSTER & MAIN IMPROVEMENTS | | 2,194.30 | | |
| JIM STOCKBERGER | 2016 RR DAYS BAND | | 500.00 | 26143 | 6/01/16 |

ACCOUNTS PAYABLE ACTIVITY
CLAIMS REPORT

| VENDOR NAME | REFERENCE | | VENDOR TOTAL | CHECK# | CHECK DATE |
|---|---|---|---|---|---|
| JIMS JOHNS INC | PORTABLE UNITS | | 650.00 | 26130 | 5/10/16 |
| JON MENDOZA | SDLL UMPIRE | | 30.00 | | |
| LIZ THOMPSON | MILEAGE/DINING | | 99.65 | | |
| LOWE'S | FD/PW SUPPLIES | | 45.08 | | |
| M DUBOIS | 2016 RR DAYS PHOTO BOOTH | | 400.00 | 26144 | 6/01/16 |
| MATHESON TRI GAS INC | OXYGEN | | 54.50 | | |
| MAX GILLILAND | SDLL UMPIRE | | 30.00 | | |
| MEDIACOM | INTERNET SERVICE | | 205.90 | | |
| METERING & TECHNOLOGY SOLUTION | WATER METERS & SUPPLIES | | 854.41 | | |
| MIDAMERICAN ENERGY | GAS/ELEC | | 2,275.58 | | |
| MORRIS EXCAVATING LTD | WA LEAK REPAIRS 5250 KATELYN | | 260.00 | | |
| MULCHMART LLC | MULCH FOR CEMETERY/PARKS | | 159.20 | | |
| NEWCOM TECHNOLOGIES INC | 16/17 LIC SERVICE AGREEMENT CE | | 350.00 | | |
| NORTHERN TOOL & EQUIPMENT | PUB WORKS SUPPLIES | | 106.95 | | |
| OFFICE DEPOT | PD OFFICE SUPPLIES | | 139.31 | | |
| OFFICE OF AUDITOR OF STATE | MANDATORY AUDIT SERVICES FY15 | | 9,955.00 | | |
| PEEK SALES & SERVICE | LAWN MOWER REPAIRS | | 227.99 | | |
| PETTY CASH | CONCESSIONS | 198.92 | | 26132 | 5/16/16 |
| PETTY CASH | 2016 RR DAYS CASH | 375.00 | 573.92 | 26145 | 6/01/16 |
| PHYSIO-CONTROL, INC. | ANNUAL MAINTENANCE AGREEMENT | | 1,842.00 | | |
| QUIN PELZ | SDLL UMPIRE | | 180.00 | | |
| RHODES INC | PUB WORKS DIESEL | | 349.22 | | |
| SAM'S CLUB MC/SYNCB | PARKS & REC SUPPLIES | | 1,349.01 | | |
| SHELLY JAMES | 05/15/16 CITY HALL CLEANING | | 90.00 | | |
| SHORTEL INC | PHONE CHARGES | | 275.30 | | |
| SONE CAM | DEFENSIVE TACTICS TRAININGS | | 400.00 | 26131 | 5/10/16 |
| SQUARE, INC | CREDIT CARD ACCEPTANCE FEE | | 11.63 | 11178617 | 5/31/16 |
| STAR EQUIPMENT LTD | REC COMPLEX GAS CONTAINERS | | 119.60 | | |
| THE HARTFORD | EMPLOYEE LIFE/DIS INS | | 308.92 | 11178623 | 5/31/16 |
| TOM GARDNER | SDLL UMPIRE | | 60.00 | | |
| TREAS - STATE OF IOWA W/H | STATE TAX | | 712.00 | 11178612 | 5/20/16 |
| US POSTMASTER | 12 MONTH BOX RENTAL PO BOX 160 | 52.00 | | | |
| US POSTMASTER | JUNE POSTAGE UT BILLS/NEWSLETT | 199.02 | 251.02 | 26138 | 5/31/16 |
| VAN GINKEL ATHLETIC MFG | REC COMPLEX SUPPLIES | | 659.30 | | |
| VEENSTRA & KIMM INC | BUILDING PERMITS | | 26,776.65 | | |
| VERIZON WIRELESS | CELL PHONE SERVICES | | 334.43 | | |
| VM YOUTH FOOTBALL | REGISTRATION FEES | | 2,728.00 | | |
| WASTE CONNECTIONS | GARBAGE CONTRACT | | 6,710.21 | | |
| WAUKEE HARDWARE & RENT IT | DPS/KEYS | | 95.47 | | |
| WELLMARK | EMPLOYEE HEALTH INS | | 9,278.79 | 11178621 | 5/31/16 |
| WELLS FARGO CC | NEST CAM | | 562.37 | | |
| WHITFIELD & EDDY PLC | LEGAL FEES | | 2,310.00 | | |

**** PAID TOTAL ***** 161,843.43

**** SCHED TOTAL ***** 83,514.41

**** OPEN TOTAL *****

**** ON HOLD TOTAL *****

==========

***** REPORT TOTAL ***** 245,357.84

ACCOUNTS PAYABLE ACTIVITY
CLAIMS REPORT

| VENDOR NAME | REFERENCE | VENDOR TOTAL | CHECK# | CHECK DATE |
|---|---|---|---|---|
| | | ========== | | |

ACCOUNTS PAYABLE ACTIVITY
CLAIMS DEPT SUMMARY

| DEPT | DEPT NAME | TOTAL | CHECK# | DATE |
|---|---|---|---|---|
| | LIABILITIES | 12,266.24 | | |
| | POLICE | 6,024.25 | | |
| | EMERGENCY MANAGEMENT | 12.49 | | |
| | FIRE | 942.16 | | |
| | AMBULANCE | 3,520.56 | | |
| | ROADS, BRIDGES, SIDEWALKS | 7,741.07 | | |
| | STREET LIGHTING | 212.85 | | |
| | SNOW REMOVAL | 40.00 | | |
| | GARBAGE | 6,710.21 | | |
| | LIBRARY | 2,337.88 | | |
| | PARKS | 6,670.33 | | |
| | RECREATION | 64,644.19 | | |
| | CEMETERY | 103.57 | | |
| | MAYOR/COUNCIL/CITY MGR | 755.00 | | |
| | CLERK/TREASURER/ADM | 11,826.52 | | |
| | LEGAL SERVICES/ATTORNEY | 20,167.13 | | |
| | CITY HALL/GENERAL BLDGS | 445.55 | | |
| | DEBT SERVICES | 79,556.25 | | |
| | WATER | 15,572.16 | | |
| | SEWER/SEWAGE DISPOSAL | 5,809.43 | | |

ACCOUNTS PAYABLE ACTIVITY
CLAIMS FUND SUMMARY

| FUND | FUND NAME | TOTAL | CHECK# | DATE |
|---|---|---|---|---|
| 001 | GENERAL | 100,944.03 | | |
| 059 | PARK OPERATIONS | 8,267.11 | | |
| 110 | ROAD USE TAX | 7,722.08 | | |
| 112 | EMPLOYEE BENEFITS | 7,101.90 | | |
| 180 | PARK TRUST FUND | 6,649.50 | | |
| 182 | LIBRARY TRUST FUND | 1,891.58 | | |
| 183 | VM COMMUNITY BETTERMENT | 7,486.15 | | |
| 185 | REC CAPITAL FUND | 700.00 | | |
| 186 | SITE CERT/WA PROJECT | 9,367.05 | | |
| 200 | DEBT SERVICE | 79,556.25 | | |
| 600 | WATER | 8,038.31 | | |
| 610 | SEWER | 7,633.88 | | |

CALENDAR 5/2016, FISCAL 11/2016

| ACCOUNT TITLE | | LAST MONTH END BALANCE | RECEIVED | DISBURSED | CHANGE IN LIABILITY | ENDING BALANCE |
|---|---|---|---|---|---|---|
| 001 | GENERAL | 144,267.96 | 51,107.66 | 147,323.90 | .00 | 48,051.72 |
| 049 | VEHICLE INSPECTION FUND | 7,382.93 | .00 | 7,382.93 | .00 | .00 |
| 051 | LIBRARY TECHNOLOGY FUND | 134.34 | .00 | .00 | .00 | 134.34 |
| 052 | PW-VEHICLE REPLACEMENT | 7,000.00 | .00 | .00 | .00 | 7,000.00 |
| 053 | FD-VEHICLE REPLACEMENT | 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 | 1,115.07 | .00 | .00 | .00 | 1,115.07 |
| 056 | TECHNOLOGY REPLACEMENT- | 5,000.00 | .00 | .00 | .00 | 5,000.00 |
| 057 | BUILDING REPAIR RESERVE | 3,000.00 | .00 | .00 | .00 | 3,000.00 |
| 058 | FARMERS MARKET | 3,334.21 | .00 | .00 | .00 | 3,334.21 |
| 059 | PARK OPERATIONS | 18,734.09- | 146,508.41 | 14,384.14 | .00 | 113,390.18 |
| 060 | GAS/ELEC FRANCHSIE FEE | 24,677.23 | .00 | .00 | .00 | 24,677.23 |
| 110 | ROAD USE TAX | 58,843.33 | 8,041.59 | 6,513.42 | .00 | 60,371.50 |
| 112 | EMPLOYEE BENEFITS | 69,213.44 | 3,464.88 | 10,175.45 | .00 | 62,502.87 |
| 119 | EMERGENCY FUND | 2,976.77 | 395.48 | 2,976.77 | .00 | 395.48 |
| 121 | LOCAL OPTION SALES TAX | .00 | .00 | .00 | .00 | .00 |
| 125 | TIF-CR ESTATE | 322,416.33 | 1,886.42 | .00 | .00 | 324,302.75 |
| 126 | TIF-WH PINES SUBDIVISIO | 47,037.34 | 3,775.90 | .00 | .00 | 50,813.24 |
| 127 | TIF-POLK CO. BANK | 58,426.19 | .00 | .00 | .00 | 58,426.19 |
| 128 | TIF-STANDBROUGH | .00 | .00 | .00 | .00 | .00 |
| 129 | TIF ORIGINAL (420-844) | 91,855.41 | 2,848.47 | 82,556.25 | .00 | 12,147.63 |
| 180 | PARK TRUST FUND | 33,889.86 | 9,521.00 | .00 | .00 | 43,410.86 |
| 181 | REC TRUST | 143,774.41 | .00 | 143,774.41 | .00 | .00 |
| 182 | LIBRARY TRUST FUND | 37,395.25 | 27,807.50 | 4,022.03 | .00 | 61,180.72 |
| 183 | VM COMMUNITY BETTERMENT | 5,576.03 | 3,599.50 | 55.00 | .00 | 9,120.53 |
| 184 | CDBG/HOUSING PROJECT | .00 | .00 | .00 | .00 | .00 |
| 185 | REC CAPITAL FUND | 24,492.04 | .00 | 700.00 | .00 | 23,792.04 |
| 186 | SITE CERT/WA PROJECT | 133,753.88 | .00 | 790.00 | .00 | 132,963.88 |
| 200 | DEBT SERVICE | 45,770.74 | 86,915.17 | 79,556.25 | .00 | 53,129.66 |
| 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 | 106,186.84 | 18,051.21 | 36,529.96 | .00 | 87,708.09 |
| 606 | WATER MAIN PROJECT | 37,710.29 | .00 | .00 | .00 | 37,710.29 |
| 610 | SEWER | 13,078.71 | 10,988.61 | 12,095.59 | .00 | 11,971.73 |
| 612 | DEBT SERVICE-SEWER LAGO | .00 | .00 | .00 | .00 | .00 |
| | Report Total | 1,446,950.69 | 374,911.80 | 548,836.10 | .00 | 1,273,026.39 |

# CITY OF VAN METER

**Bank Reconciliation/Financial Summary - Month/Year: May 2016**

| ***Treasurer's Report*** | |
|---|---|
| **Book Balance, Beginning of Month:** | **$1,446,950.69** |
| Add: Total Revenues this Month: with transfers | $374,911.80 |
| Less: Total Expenditures this Month: with transfers | ($548,836.10) |
| Add: Δ Liability | $0.00 |
| **Book Balance End of Month:** | **$1,273,026.39** |

| ***Bank Reconciliation*** | |
|---|---|
| **Checking Account Balance End of Month:** | $1,032,568.38 |
| Less: Outstanding Transactions (Cash Report): | ($9,871.99) |
| **Adjusted Checking Account Balance:** | **$1,022,696.39** |
| | |
| **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** | **$1,273,026.39** |

| | |
|---|---|
| **Difference:** | **$0.00** |

Note(s):

***Verify: Mayor or Mayor Pro Tem:***

**Resolution # 2016-__ "A Resolution Approving Wage Adjustments"**

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

WHEREAS, the City Council of the City of Van Meter annually reviews and makes appropriate adjustments to employee wages; and

WHEREAS, the Unites States Department of Labor has made certain changes to the rules that govern overtime; and

WHEREAS, the City Council believes that is right and appropriate to make to adjustments for the cost of living; and

WHEREAS, the City Council wishes to reward performance; now

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

**Section 1.** Employee pay shall be adjust to reflect the following schedule:

| **Title** | **Name** | **Wage** | **FTE** |
|---|---|---|---|
| City Clerk | Liz Thompson | $52,000/Year | 1.0 |
| Parks and Rec Coord | Alex Brayton | $47,500/Year | 1.0 |
| Public Works Dir | Dave Herman | $61,285/Year | 1.0 |
| Police Chief | William Daggett | $58,475/Year | 1.0 |
| Public Works Asst | Chad Gillespie | $17.94/Hour | 1.0 |
| Police Officer | Erik Faust | $18.82/Hour | 1.0 |

**Section 2.** The pay for each employee is approved and authorized for the full pay period for which payment is rendered on or after July 1, 2016.

PASSED AND APPROVED this 16th Day of June, 2016.

_____ Allan B. Adams, Mayor

ATTEST:

_____ Jake Anderson, City Administrator

Iowa Department of Revenue
https://tax.iowa.gov

# Iowa Retail Permit Application For Cigarette/Tobacco/Nicotine/Vapor

**SEE INSTRUCTIONS ON THE REVERSE SIDE**

For period (MM/DD/YYYY) 07 / 01 / 2016 through June 30, 2017

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

**Business Information:**

Trade Name/DBA: CASEY'S MARKETING COMPANY, DBA CASEY'S GENERAL STORE # 1493

Physical Location Address: 700 DEBRA DR City: VAN METER ZIP: 50261

Mailing Address: PO BOX 3001 City: ANKENY State: IA ZIP: 50021

Business Phone Number: (_____) 5159969004

**Legal Ownership Information:**

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ■ LLC ☐ LLP ☐

Name of sole proprietor, partnership, corporation, LLC, or LLP: CASEY'S MARKETING COMPANY

Mailing Address: PO BOX 3001 City: ANKENY State: IA ZIP: 50021

Phone Number: ( 515 ) 446-6728 Fax Number: ( 515 ) 965-6205 Email: MICHELLE.ROGNESS@CASEY'S.COM

**Retail Information:**

Types of Sales: Over-the-counter ■ Vending machine ☐

Types of Products Sold: (Check all that apply)

Cigarettes ■ Tobacco ■ Alternative Nicotine Products ■ Vapor Products ■

**Type of Establishment: (Select the option that best describes the establishment)**

Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ■ Drug store ☐
Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐
Has vending machine that assembles cigarettes ☐ Other ☐ _____

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

**SIGNATURE OF OWNER(S), PARTNER(S), OR CORPORATE OFFICIAL(S)**

Name (please print): JULIA L. JACKOWSKI, SECRETARY FOR CASEY'S MARKETING CO.
Signature: Julia L. Jackowski
Date: 5/2/2016

Name (please print): _____
Signature: _____
Date: _____

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

**FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE**

- Fill in the amount paid for the permit: $75.00
- Fill in the date the permit was approved by the council or board: 6/16/16
- Fill in the permit number issued by the city/county: # 2016-1
- Fill in the name of the city or county issuing the permit: Van Meter, Iowa

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: iapledge@iowaabd.com
- Fax: 515-281-7375

# Agenda Item #8 -
## Soccer Club MOU

Submitted for:
Action
Recommendation:
Approval

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**
**TRANSFER OF ASSETS AND RESPONSIBILITIES FROM SOCCER CLUB**
**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 SOCCER CLUB**, hereinafter referred to as the **Club**.

**WITNESSETH; THAT WHEREAS,** the Club has developed soccer programming within Van Meter, and

**WHEREAS,** the City wishes to alleviate the workload on board members of the Club through the work of the Parks and Recreation Department, and

**WHEREAS**, the Club wishes to turn over all monetary and physical assets to the City to continue operation of the soccer program and make improvements to the soccer facility, and

**WHEREAS**, the Van Meter Park Board unanimously voted in favor of accepting the assets of the Club and dedicating funds from the Rec Capital Fund to cover expenses for facility improvements beyond the monetary assets of the Club.

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

1. **SCOPE OF PROJECT.** The scope of this project includes the transferring of all monetary and physical assets from the Van Meter Youth Soccer Club to the City of Van Meter to continue operation of the soccer program with the Club Board remaining intact in an advisory position. Monetary assets are to be used for improvements at the Van Meter Recreation Complex on the soccer fields with additional costs being covered by the Rec Capital Fund.

2. **THE CITY OF VAN METER, THE CITY, AGREES AS FOLLOWS:**

   A. The City will take over management of the soccer program in Van Meter with assistance from the Soccer Board and volunteers that comprise it.

   B. Finances transferred from the Club will be used to improve the soccer facility and for soccer related expenses.

3. **VAN METER YOUTH SOCCER CLUB, THE CLUB, AGREES AS FOLLOWS:**

   A. All monetary and physical assets of the Club will transfer to the City.

DRAFT

B. The Soccer Board will remain intact and serve as an advisory board to the Parks and Recreation Coordinator and assist with duties delegated for maintaining satisfactory operations of the soccer program

**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

**CLUB:**

By_____
Nicholas Wigant, President

DRAFT

# Agenda Item #9 -
## WA/SW Capital Improvement Fees

Submitted for:
Action
Recommendation:
Approval
Sample Language:

Mayor: *Would staff please review the proposal.*

Staff: *Gives Review.*

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 second reading of the proposed ordinance.*

City Councilmember _____: *So moved.*
City Councilmember _____: *Second.*
Mayor: *Roll Call Please.*
City Clerk: *Lyon ___; Sacker ___; Tweed ___; Peterson ___; Stump ___;*

Mayor: *Does the City Council wish to waive the third reading?*
City Councilmember _____: *So moved.*
City Councilmember _____: *Second.*
Mayor: *Roll Call Please.*
City Clerk: *Lyon ___; Sacker ___; Tweed ___; Peterson ___; Stump ___;*

Mayor: *Does the City Council wish to approve and adopt the proposal?*
City Councilmember _____: *So moved.*
City Councilmember _____: *Second.*
Mayor: *Roll Call Please.*
City Clerk: *Lyon ___; Sacker ___; Tweed ___; Peterson ___; Stump ___;*

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

ORDINANCE No. ____

ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF VAN METER, IOWA, AMENDING CHAPTERS CONCERNING "WATER RATES" AND "SEWER RATES" TO ADD WATER AND SEWER CAPITAL IMPROVEMENT FEES

**BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF VAN METER, IOWA:**

**SECTION 1:** Purpose. The purpose of this Ordinance is to update the rates reflected in the Van Meter Code of Ordinances for water and sewer services to add capital improvement fees for both water and sewer.

**SECTION 2:** Amendment.

(A) "Water Rates," Section 92.01 is hereby amended as follows:

**92.01 SERVICE CHARGES.** Each customer shall pay for water service and water improvement fees provided by the City based upon use of water as determined by meters provided for in Chapter 91. The water improvement fees shall be implemented at first in phases. Each location, building, premises or connection shall be considered a separate and distinct customer whether owned or controlled by the same person or not.

*(Code of Iowa, Sec. 384.84)*

***(Ord. 213 – Aug. 10 Supp.)***

(B) A new section "Water Improvement Fees," Section 92.03A is hereby added as follows:

**92.03A WATER IMPROVEMENT FEES.** Water improvement fees shall be imposed at the following rates per gallon and in the following phases for users within and outside the City:

| Schedule | Water Capital Improvement Fee/Gallon |
|---|---|
| 1-Jul-16 | $ 0.002 |
| 1-Jan-17 | $ 0.004 |
| 1-Jul-17 | $ 0.006 |
| 1-Jan-18 | $ 0.008 |
| 1-Jul-18 | $ 0.010 |

(C) "Sewer Rates," Section 99.01, is hereby amended as follows:

**99.01 SEWER SERVICE CHARGES REQUIRED.** Every customer shall pay to the City sewer service fees and sewer improvement fees as hereinafter provided. The sewer improvement fees shall be implemented at first in phases.

(C) A new section "Sewer Improvement Fees," Section 99.03B, is hereby added as follows:

**99.03B SEWER IMPROVEMENT FEES.** Sewer improvement fees shall be imposed at the following rates per gallon and in the following phases for users within and outside the City:

| Schedule | Sewer Capital Improvement Fee/Gallon |
|---|---|
| 1-Jul-16 | $ 0.0005 |
| 1-Jan-17 | $ 0.0005 |
| 1-Jul-17 | $ 0.0005 |
| 1-Jan-18 | $ 0.0005 |
| 1-Jul-18 | $ 0.0005 |

**SECTION 3:** Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**SECTION 4:** Severability Clause. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

**SECTION 5:** Effective Date. This ordinance shall be in effect after its final passage, approval and publication as provided by law.

Passed by the City Council of the City of Van Meter, Iowa, on this _____ day of May, 2016, and approved this _____ day of May, 2016.

_____
ALLAN ADAMS, MAYOR

ATTEST:

_____
LIZ THOMPSON, CITY ADMINISTRATOR

# Agenda Item #11 -

## Adjournment

Submitted for:

Action

Recommendation:

Approval

Sample Language:

Mayor: *With no further business do I hear a motion to adjourn?*

City Councilmember _____*: So Moved.*

City Councilmember _____*: Second*

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

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

# Agenda Item #10 -

## 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

Date Posted: December 11, 2015 BY: Jake Anderson, City Administrator