

**-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. Approve Casey’s Tobacco Permit
 - e. 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

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.*

- 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

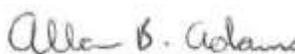
d. Resolution #2016-12, "A Resolution Approving Transfers Between Funds."

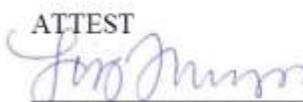
- e. Approval of Adam Coyle's appointment as a board member to the Dallas County Local Housing Trust Fund.
- f. Approval of Preston Dolezal's appointment to the Planning and Zoning Commission.

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

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
----- ACCOUNTS PAYABLE CLAIMS -----				
ACCO	WATER CHEMICALS	537.00		
ADAM JONES	STACK-ON EVIDENCE GUN CABINET	75.00		
AGSOURCE COOPERATIVE SERVICES	WATER TESTING	433.50		
ALEX BRAYTON	MI LEAGE	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	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	FIRE 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	LIB PHONE	332.75		
CHESNUT SIGNS	EMS UNIT LETTERING BALANCE	1,586.25		
COMPASS BUSINESS SOLUTIONS	UT BILL CUSTOM WINDOW ENVELOPE	1,008.03		
CRESTVIEW ESTATES N01 LLC	TIF REBATE % DEV AGREE	50,549.50		
CULLIGAN	WATER FOR LIBRARY	8.35		
CULLIGAN	WATER	36.20	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	11178624	6/03/16
ERIK FAUST	MI LEAGE	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
GRI NNELL STATE BANK	DEVELOP AGREE TIF PMT	7,875.47		
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		
IFMVCV	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
IPERS	WAGE REPORT FEE FOR 120597193	22.26	11178627	6/13/16
J & M DISPLAYS	2016 RR DAYS FIREWORKS DISPLAY	2,000.00	26142	6/01/16
JEAN BIRKS	SDLL UMPIRE	150.00		

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

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
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
JIMS JOHNS INC	PORTABLE UNITS	650.00	26130	5/10/16
JON MENDOZA	SDLL UMPIRE	30.00		
LIZ THOMPSON	MI LEAGE/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	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	26138	5/31/16
VAN GINKEL ATHLETIC MFG	REC COMPLEX SUPPLIES	659.30		
VEENSTRA & KIMM INC	ENGINEERING SERVICES	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	LIB POSTAGE	562.37		
WHITFIELD & EDDY PLC	LEGAL FEES	2,310.00		

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
**** PAID	TOTAL ****	161,865.69		
**** SCHED	TOTAL ****	141,939.38		
**** OPEN	TOTAL ****			
**** ON HOLD	TOTAL ****			
***** REPORT	TOTAL *****	=====		
		303,805.07		
		=====		

DEPT DEPT NAME	TOTAL	CHECK#	DATE
LIABILITIES	12,288.50		
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		
ECONOMIC DEVELOPMENT	58,424.97		
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		

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

FUND	FUND NAME	TOTAL	CHECK#	DATE
001	GENERAL	100,966.29		
059	PARK OPERATIONS	8,267.11		
110	ROAD USE TAX	7,722.08		
112	EMPLOYEE BENEFITS	7,101.90		
125	TIF-CR ESTATE	50,549.50		
127	TIF-POLK CO. BANK	7,875.47		
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		

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 FRANCHISE 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 SUBDIVISION	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

<u><i>Treasurer's Report</i></u>	
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

<u><i>Bank Reconciliation</i></u>	
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:



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. Name (please print): _____
Signature: *Julia L. Jackowski* Signature: _____
Date: 5/2/2016 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.

- 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