

-NOTICE OF A PUBLIC MEETING-
Governmental Body: Van Meter City Council
Date of Meeting: Monday, January 12, 2015
Time/Place of Meeting: 7:00 p.m. – Veteran’s Reception Center, 910 Main Street

Business Meeting Agenda:

1. Call to Order
2. Approval of Agenda
3. Introductions
4. Swear in Bob Lacy as Mayor Pro Tem
5. Action on proposed City Council Operating Guidelines
6. Action on proposed City Council Committee/Liaison Assignments
7. Citizens Hearing
8. Consent Agenda:
 - a. Minutes of December 8, 2014, December 11, 2014, council meetings
 - b. December Claims list
 - c. December Financial Statement/Quarterly Investment Report
 - d. Annual Appointments:
 - i. City Administrator – Jake Anderson
 - ii. City Clerk – Liz Thompson
 - iii. City Attorney – Erik Fisk, Whitfield & Eddy
 - iv. City Engineer – Bob Veenstra Jr., Veenstra & Kimm
 - v. Public Works Director – Dave Herman
 - vi. Public Safety Director/Police Chief – William Daggett
 - vii. Fire Chief – Jon Bruen
 - e. Approve an agreement for legal services with Dorsey & Whitney for proposed water system improvements financed through the Iowa Finance Authority and its State Revolving Fund.
 - f. Approve an agreement for professional services with Calhoun and Burns for required semi-annual bridge inspections.
 - g. Approve an agreement for the professional services with ISG Engineers and Architects for the development of construction drawings necessary to make alterations at 310 Mill Street and 505 Grant Street.
 - h. A Resolution authorizing the expenditure of “Vehicle Inspection” funds for the repair, remodel, and furnishing of 505 Grant Street and 310 Mill Street.
 - i. A Resolution to Participate in the Planning and Development Programs of the Southern Iowa Council of Governments
9. Action on a proposed Open Records Request Policy
10. Action on a proposed site plan for the expansion of the facility at 527 Main Street owned by JGB Holdings (Integrated Sales) – forwarded from Planning and Zoning with a recommendation for approval.
11. Action on a proposed 28E agreement with the Van Meter Community School District for the establishment of a School Resource Office program.
12. Public Hearing and action on a proposed annexation moratorium agreement with the City of Waukee.
13. Department/Committee Reports:
 - a. Parks and Rec
 - b. Library
 - c. Public Safety
 - d. Public Works
 - e. Attorney
 - f. Engineer
 - g. Administrator
 - h. Council
 - i. Public Works/Infrastructure
 - ii. Culture and Recreation
 - iii. Ad-Hoc Committees
 - i. Mayor
 - i. Finance
 - ii. Policy
 - iii. Economic Development
 - iv. Public Safety
 - v. EMA, E911
14. Adjourn

Agenda Item #1 - Call to Order

Submitted for:

Recommendation:

Sample Motions:

Mayor: *The time is Seven O'clock PM on Monday, January 12, 2015. I hereby call this meeting of the Van Meter City Council to order.*

Agenda Item #2 - 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: *Lacy ___; Stump ___; Tweed ___; Sacker ___; Peterson ___;*

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

Agenda Item #3 - Introductions

Submitted for:

Information

Recommendation:

Sample Language:

Mayor: *Would those present please introduce themselves?*

Agenda Item #4 - Swear in Mayor Pro Tem

Submitted for:

N/A

Recommendation:

N/A

Sample Language:

Mayor: *Mr. Lacy would you please stand and raise your right hand.*

Mayor: *Administers oath of office.*

Mayor: *Mr. Lacy, Congratulations!*

**State of Iowa
Oath of Office**

Name of Official: _____

Office: _____

I do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Iowa, and that I will faithfully and impartially, to the best of my ability, discharge all the duties of the office in _____ (name of township, city, county, district, or state), as now or hereafter required by law.

Signature of Official: _____ Date: _____

State of _____ County of _____	
This instrument was acknowledged before me on: _____ <small>Date</small>	By: _____ <small>Print Name of Person</small>
X _____ <small>Signature of Notarial Officer</small>	Notary Stamp/Seal

<small>Title (and Rank)</small>	

**State of Iowa
Oath of Office**

Name of Official: _____

Office: _____

I do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Iowa, and that I will faithfully and impartially, to the best of my ability, discharge all the duties of the office in _____ (name of township, city, county, district, or state), as now or hereafter required by law.

Signature of Official: _____ Date: _____

State of _____ County of _____	
This instrument was acknowledged before me on: _____ <small>Date</small>	By: _____ <small>Print Name of Person</small>
X _____ <small>Signature of Notarial Officer</small>	Notary Stamp/Seal

<small>Title (and Rank)</small>	

Agenda Item #5 - City Council Operating Guidelines

Submitted for:

Action

Recommendation:

Approval.

Sample Language:

Mayor: *Would staff please review the Operating Guidelines.*

Staff: *Gives Review.*

Mayor: *Does the City Council wish to discuss the Operating Guidelines?*

City Council: *Discussion*

Mayor: *I would entertain a motion to approve the Operating Guidelines as they have been presented to us.*

City Councilmember _____: *So moved.*

City Councilmember _____: *Second.*

Mayor: *Roll Call Please.*

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

Mayor: *The Operating Guidelines are adopted. Thank you.*

CITY OF VAN METER
CITY COUNCIL OPERATING GUIDELINES AND PROCEDURES

—

All Council Members

All members of the City Council, have equal votes. No Council Member has more power than any other Council Member, and all should be treated with equal respect.

All Council Members should:

- Demonstrate honesty and integrity in every action and statement
 - Serve as a model of leadership and civility to the community
 - Inspire public confidence in Van Meter government
 - Work for the common good, not personal interest
 - Prepare in advance of Council meetings and be familiar with issues on the agenda
 - Fully participate in City Council meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others
 - Participate in scheduled activities to increase Council effectiveness
 - Review Council procedures, such as these Council Guidelines, at least annually
 - Represent the City at ceremonial functions
 - Be responsible for the highest standards of respect, civility and honesty in ensuring the effective maintenance of intergovernmental relations
 - Respect the proper roles of elected officials and City staff in ensuring open and effective government
 - Provide contact information to the City Clerk in case an emergency or urgent situation arises while the Council Member is out of town
-

Council Conduct with One Another

Councils are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to improve the quality of life in the community. In all cases, this common goal should be acknowledged even as Council may "agree to disagree" on contentious issues.

In Public Meetings

- Use formal titles.

The Council should refer to one another formally during Council meetings as Mayor, Council Member followed by the individual's last name.

- Practice civility and decorum in discussions and debate.

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. Be respectful of diverse opinions.

- Honor the role of the presiding officer in maintaining order and equity.

Respect the Chair's efforts to focus discussion on current agenda items. Objections to the Chair's actions should be voiced politely and with reason, following the parliamentary procedures outlined in the City Council Procedural Rules.

- Demonstrate effective problem-solving approaches.

Council Members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole. Council Members are role models for residents, business people and other stakeholders involved in public debate.

- Be respectful of other people's time.

Stay focused and act efficiently during public meetings.

In Private Encounters

- Treat others as you would like to be treated.

Ask yourself how you would like to be treated in similar circumstances, and then treat the other person that way.

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Council Conduct with City Staff

Governance of a City relies on the cooperative efforts of elected officials, who set policy, and City staff, which analyze problems and issues, make recommendations, and implement and administer the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

- Treat all staff as professionals.

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. As with your Council colleagues, practice civility and decorum in all interactions with City staff.

- Channel communications through the appropriate senior City staff.

Questions of City staff should be directed to the City Administrator, the City Administrator should be copied on any request to staff. Council Members should not set up meetings with department staff directly, but work through the City Administrator, who will attend any meetings with Council Members. When in doubt about what staff contact is appropriate, Council Members should ask the City Administrator for direction. However, nothing in these guidelines

is intended to hinder the access Councilmembers may require in order to fulfill their responsibilities.

- All Council Members should have the same information with which to make decisions.
- Never publicly criticize an individual employee, including Council-Appointed Officers. Criticism is differentiated from questioning facts or the opinion of staff.

All critical comments about staff performance should only be made to the City Administrator through private correspondence or conversation.

- Do not get involved in administrative functions.

Avoid any staff interactions that may be construed as trying to shape staff recommendations. Council Members shall refrain from coercing staff in making recommendations to the Council as a whole.

- Be cautious in representing City positions on issues.

Before sending correspondence related to a legislative position, check with City staff to see if a position has already been determined. When corresponding with representatives of other governments or constituents, remember to indicate if appropriate that the views you state are your own and may not represent those of the full Council.

- Do not attend staff meetings unless requested by staff.

Even if the Council Member does not say anything, the Council Member's presence may imply support, show partiality, intimidate staff, or hampers staff's ability to do its job objectively.

- Respect the "one hour" rule for staff work.

Requests for staff support should be made to the appropriate senior staff member, according to the guideline for channeling communications. Any request, which would require more than one hour of staff time to research a problem or prepare a response, will need to be approved by the full council to ensure that staff resources are allocated in accordance with overall council priorities. Once notified that a request for information or staff support would require more than one hour, the Council Member may request that the City Administrator place the request on an upcoming Council agenda.

- Depend upon the staff to respond to citizen concerns and complaints.

It is the role of Council Members to pass on concerns and complaints on behalf of their constituents. It is not, however, appropriate to pressure staff to solve a problem in a particular way. Refer citizen complaints to the appropriate senior staff member, according to the guideline on channeling communications.

- Do not solicit political support from staff.

In purist of a politics-administration dichotomy and in avoidance of any potential moral hazards, any person in the employ of the city should not take part in securing nor should they contribute toward the nomination or election of any candidate for a municipal office. In addition, some professionals (e.g., City Administrator) have professional codes of ethics, which preclude politically partisan activities or activities that give the appearance of political partisanship.

OTHER PROCEDURAL ISSUES

- Commit to annual review of important procedural issues.

At the beginning of each calendar year, the Council will hold a special meeting to review the Council guidelines, adopted procedures for meetings, conflict of interest, and other important procedural issues.

- Don't politicize procedural issues (e.g. minutes approval or agenda order) for strategic purposes.
- Agenda Setting.

As the presiding officer, the Mayor has a ceremonial duty to set the agenda which should be respected. On a practical basis, matters may be placed on the agenda by any two (2) council members, the Mayor, or City Administrator.

- Submit questions on Council agenda items ahead of the meeting.

Any clarifications or technical questions that can be readily answered can be handled before the meeting. Council Members are encouraged to submit their questions on agenda items to the appropriate Officer as far in advance of the meeting as possible so that staff can be prepared to respond at the Council meeting. However, in order to focus the Council meetings on consideration of policy issues questions which focus on the policy aspects of agenda items should be discussed at the Council meeting rather than in one-on-one communications with staff prior to the meetings.

- Respect the work of the Council standing committees.

The purpose of the Council standing committees is to provide focused, in-depth discussion of issues. The Council should respect the work of the committees and give considerable weight to a committee's recommendations.

- The Mayor should work with staff to plan the Council meetings.

There are three purposes to pre-Council planning: 1) to plan how the meeting will be conducted; 2) to identify any issues or questions that may need greater staff preparation for the meeting; and 3) to discuss future meetings. The purpose of the meeting is not to work on policy issues.

Policy and Procedures for Citizen Participation at City Council Meetings

- The City Council welcomes citizen input and provides opportunities for citizens to address the Council during a meeting. The first opportunity, listed on the agenda as Citizens Hearing, is period for citizens to address to the Council on issues **not** scheduled on the agenda.
- It is important to note that the City Council agenda contains a "Consent Agenda," which consists of routine administrative actions, and items of no perceived controversy. Prior to

adoption of the Consent Agenda, the Mayor will ask if there are any members of the Council, who wish to remove an item from the Consent Agenda for individual discussion.

All items removed from the Consent Agenda will be considered subsequently.

- Subject to such modifications as may, in the judgment of the Mayor or a majority of the Council, be necessary in order to accommodate exceptional circumstances:
 - 1) Citizen comment requires an individual to sign in.
 - 2) Citizen comments, both during the "citizen hearing" segment of each meeting and in regards to agenda items that specifically require a public hearing, will generally be limited to a maximum of three (3) minutes per person. If, in the discretion of the Mayor, the number of persons wishing to speak during citizen participation would unduly prolong that portion of the meeting, the Mayor may reduce the time allowed for individual citizen input.
 - 3) Any determination of the Mayor with regard to such time limits may be overridden by a majority vote of the Council.

Note: Enforcement of these guidelines will be the focus of continued Council discussion.

Agenda Item #6 - Council Committee/Liaison Assignments

Submitted for:

Action

Recommendation:

Approval

Sample Language:

Mayor: *Would staff please present the proposed committee assignments?*

Staff: *Presentation*

Mayor: *Does the Council wish to discuss the proposed committee assignments? If not I would entertain a motion to approve the assignments as they have be presented to us..*

City Councilmember _____: *So moved.*

City Councilmember _____: *Second.*

Mayor: *Roll Call Please.*

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

Mayor: *The committee assignments are adopted. Thank you.*

**THE VAN METER CITY COUNCIL COMMITTEES AND
LIAISON ASSIGNMENTS
January 12, 2015**

Mayor: Allan Adams

City Council: Bob Lacy (Mayor Pro Tem)
Kim Sacker
Mike Peterson
Owen Stump
Beth Tweed

City Council Committees Assignments (Chair Listed First): The City Council committees assignments meet, or attend meetings, on an as needed basis when there is an item to be discussed. The purpose of the assignments and the committees is to keep City Council members involved, informed, and to provide an avenue for input into plans, rules, and policies that get recommend to the City Council. *Council Committees and Liaisons **DO NOT** have the authority to direct staff. It is the responsibility of the City Administrator to lead and direct staff in accordance with the wishes of the City Council as a whole.*

Finance – Adams, Lacy, Peterson

Works with staff to provide input and feedback during the budget preparation process.

Policy – Adams, Lacy, Peterson

Reviews policies, ordinances, and existing practices and procedures and makes recommendations to the full City Council to keep rules up to date and aligned with the Government’s overall mission, vision, and values.

Economic Development – Adams, Lacy, Tweed

Works with staff to attract and retain and otherwise grow the residential and commercial base of Van Meter. Attends Planning and Zoning Commission and Board of Adjustment meetings.

Annexation – Adams, Lacy, Tweed

Works with staff, property owners, other Cities and any other stakeholder on voluntary annexation, annexation moratorium agreements etc.

Public Safety – Adams, Stump, Sacker

Reviews policy, plans, projects, and issues involving the Police and Fire departments, First Responders, E911 and Disaster Services. Meets with Public Safety personnel as necessary and reports back to the Council on departmental activities.

Public Works/Infrastructure – Sacker, Stump

Reviews policies, plans, projects, and issues related to the sanitary sewer system, public water system, garbage collection and recycling, streets, sidewalks alleys. Plans future growth and development of the systems and determines policy. Meets with Public Works staff as necessary and reports back to the Council on departmental activities.

Culture and Recreation – Tweed, Sacker

Reviews policies, plans, projects, and issues involving the Library, Cemetery, Parks, and Recreation Programs. Meets with staff as necessary and reports back to the City Council on departmental activities

Special Liaison Assignments or Ad-Hoc Committees

From time to time the Mayor may designate a special representative or form a committee to review and resolve a particular problem or issue.

Liaison Assignments (Representative Listed First, then alternates if assigned): The City Council members assigned the following liaison posts attend meetings of partner entities as a representative of the City Council and report back to the City Council on the activities of our partners.

Metro Advisory Committee (MAC) - Sacker

Emergency Management Commission and E911 Board – Adams, Peterson

Library Board – Sacker, Tweed

Park/Rec Board – Tweed, Sacker

School Board – Stump, Sacker

Agenda Item #7 - Citizens Hearing

Submitted for:
Information
Recommendation:

Sample Language:

Mayor: *At this time I will recognize members of the public that would like to address the City Council. Once given the floor those addressing the City Council will be given 3 minutes to read their comments into the record.*

Agenda Item #8 - 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: *Lacy ___; 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 Monday, December 8, 2014 at the Veterans Reception Center. Mayor Allan Adams called the meeting to order at 7:01PM. The following council members were present upon roll call: Bob Lacy, Kim Sacker, Elizabeth Tweed, Mike Peterson, and Owen Stump.

Staff present: City Administrator Jake Anderson, City Attorneys Erik Fisk and John Fatino, Public Safety Director William Daggett, Fire Chief John Bruen, and Assistant Fire Chiefs Jeremy Feldman and Bob Carr.

Members of the public present: Cristie Sullivan.

- 2) Mayor Adams asked for a motion to approve the agenda. Motioned by Lacy supported by Peterson. Passed unanimously.
- 3) Introductions were made.
- 4) Mayor Adams opened the citizens hearing. Hearing none Mayor Adams closed the citizens hearing.
- 5) 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 November 10, 2014 council meeting.
 - b. November Claims list.

VENDOR	REFERENCE	AMOUNT
ACCO	WATER CHEMICALS	\$ 634.14
AG SOURCE LABORATORIES	WATER TESTING	\$ 48.00
ALERT-ALL CORP	ACTIVITY BOOKS/FIRE SAFETY	\$ 222.50
ALL AMERICAN TURF BEAUTY	CHRISTMAS SVC ENTRANCE SIGN	\$ 663.55
BALDON HARDWARE	KEYS AND ANTIFREEZE	\$ 20.32
BANKERS TRUST	DEBT SERVICE PMT	\$ 14,881.25
BARNES & NOBLE BOOK SELLER	BOOKS AND DVDS	\$ 107.78
BOY SCOUTS OF AMERICA	CHARTER RENEWAL FEES	\$ 256.00
CARPENTER UNIFORM CO	POLICE UNIFORMS	\$ 235.67
CASEY'S GENERAL STORE	GAS PD	\$ 757.19
CENTURY LINK	PHONE CHARGES	\$ 366.47
CLIVE POWER EQUIPMENT	ANNULAR BUFFER	\$ 10.81
CRESTVIEW ESTATES NO1 LLC	TIF REBATE % DEV AGREE	\$ 48,372.96
CULLIGAN	AUTOMATIC RENEWAL	\$ 21.95
DALLAS COUNTY NEWS	LEGAL PUB/WINTER MARKET	\$ 450.60
DANKO	JUNKIN JSA 200 PLASTIC STRETCH	\$ 1,488.60
DATA TECHNOLOGIES INC	2015 SUMMIT LIC/SUPPORT FEES	\$ 3,673.15
DELTA DENTAL	EMPLOYEE DENTAL INS	\$ 418.72
DR OZ THE GOOD LIFE	SUBSCRIPTION X 1 YEAR	\$ 15.90
EFTPS	FED/FICA TAX	\$ 2,663.72
EFTPS	FED/FICA TAX	\$ 2,788.65
ELECTRONIC ENGINEERING	PAGER REPAIR AND BATTERIES	\$ 128.90

EVANS SIGN & DISPLAY	LIGHT BULBS WA TOWER XMAS TREE	\$ 253.75
FRED SCHIMMELS	SERVICE 835	\$ 903.19
GALLS AN ARAMARK COMPANY	BODY VISION CAMERA X 2	\$ 606.93
GRINNELL STATE BANK	DEVLOP AGREE TIF PMT	\$ 7,106.24
HEARTLAND COOP	FD DIESEL	\$ 63.45
IFMCV	RENT	\$ 1,000.00
IMAGING TECHNOLOGIES	MAINTENANCE & OVERAGE CHRGS	\$ 330.50
IOWA ONE CALL	FAXES	\$ 33.30
IOWA RURAL WATER ASSOC	2015 COMMUNITY MEMBERSHIP DUES	\$ 250.00
AMES POLICE DEPT	2014 IPCA MEMBER DUES	\$ 75.00
IPERS	IPERS	\$ 1,685.29
JANICE MILLER	HALLOWEEN EXPENSES	\$ 198.66
JIMS JOHNS INC	2 PORTABLE UNITS	\$ 150.00
JONES CREEK APPAREL	FIRE DEPT TSHIRTS	\$ 122.00
KEEPRS INC	GUN & HOLSTER	\$ 406.66
LIBRARY & EDUCATIONAL SERVICES	AUDIO BOOKS	\$ 87.11
LOWE'S	LIB LOCK, SHOP, CITY HALL	\$ 108.04
MAFFIN OUTDOOR POWER & AUTO	PD OIL CHANGE	\$ 25.00
MASTERSON BOTTENBERG & EICHORN	PROF SERVICE ECON DEV	\$ 972.00
MATHESON TRI GAS INC	OXYGEN	\$ 33.80
MIDAMERICAN ENERGY	GAS & ELEC	\$ 2,058.48
MODERN MARKETING	LIB MATERIALS	\$ 126.37
OFFICE DEPOT	PAPER, DESK CALENDARS	\$ 150.20
RHODES INC	ICE CONTROL SAND	\$ 328.30
SCIENCE CENTER OF IOWA	PROGRAM FOR LIB	\$ 150.00
SPRAYER SPECIALTIES INC	MISC PARTS FOR SPRAYER	\$ 32.32
SQUARE, INC	CREDIT CARD ACCEPTANCE FEE	\$ 26.09
SURPASS SOFTWARE	SOFTWARE SERVICE & SUPPORT	\$ 1,655.00
SYNCB/AMAZON	POPCORN & OFFICE SUPPLIES	\$ 122.11
THE HARTFORD	EMPLOYEE LIFE/DIS INS	\$ 235.57
TREAS - STATE OF IOWA W/H	STATE TAX	\$ 518.00
ULTRAMAX	AMMUNITION	\$ 170.80
US POSTMASTER	DEC UT BILLS/NEWSLETTERS	\$ 197.76
VEENSTRA & KIMM INC	BUILDING PERMITS	\$ 2,260.00
VEENSTRA CONSTRUCTION	REMOVAL & PLACEMENT LIGHTS/BRD	\$ 2,800.00
VERIZON WIRELESS	CELL PHONE CHARGES	\$ 383.11
VM COMMUNITY DEVELOPMENT	SEED DONATION PER 11/10/14 MTG	\$ 2,500.00
WASTE CONNECTIONS	GARBAGE CONTRACT	\$ 6,442.52
WAUKEE HARDWARE & RENT IT	LYSOL WIPES	\$ 7.58
WELLMARK	EMPLOYEE HEALTH INS	\$ 3,480.13
WELLS FARGO CC	IEMSA CONFERENCE/BKGROUND CHK	\$ 644.70
WELLS FARGO CC	GOV REN, PD & FD, LIB POSTAGE	\$ 474.41
WHITFIELD & EDDY PLC	LEGAL SERVICES	\$ 3,080.00

WILSON BROS PEST CONTROL	MOSQUITO CONTROL	\$ 600.00
	**** PAID TOTAL ****	\$ 121,081.20

c. November Financial Statements.

FUND	RECEIVED	DISBURSED
GENERAL	\$ 16,435.67	\$ 21,480.74
LIBRARY TECHNOLOGY FUND	\$ 0.01	\$ -
ROAD USE TAX	\$ 8,712.09	\$ 6,755.19
EMPLOYEE BENEFITS	\$ 2,010.18	\$ 3,866.58
EMERGENCY FUND	\$ 173.85	\$ -
TIF-CR ESTATE	\$ 1,114.51	\$ -
TIF-WH PINES SUBDIVISIO	\$ 380.27	\$ -
TIF ORIGINAL (420-844)	\$ 10,227.97	\$ -
PARK TRUST FUND	\$ 0.14	\$ -
LIBRARY TRUST FUND	\$ 420.54	\$ 2,989.52
VM COMMUNITY BETTERMENT	\$ -	\$ 50.00
DEBT SERVICE	\$ 2,689.65	\$ 14,881.25
WATER	\$ 12,203.22	\$ 9,054.23
SEWER	\$ 9,991.55	\$ 12,347.06
****REPORT TOTAL****	\$64,359.65	\$ 71,424.57

d. Approval of the Annual Urban Renewal Report for Fiscal Year 2013-2014.

e. Approval of Fat Randi's Liquor License Renewal.

f. Approval of the Mayor's appointment of Gene Gabus to the Van Meter Public Library Board of Trustees for a term ending June 30, 2019.

Lacy moved supported by Sacker to adopt and approve Resolution #2014-27, "A Resolution Adopting the Revised Consent Agenda." Passed unanimously.

6) Mayor Adams asked City Administrator Jake Anderson to present the proposed annexation moratorium agreement with the City of Waukee. Anderson explained that the proposed agreement would establish a line of demarcation between the communities and that in order for the City to take action on the proposal it is necessary for the Council to hold a public hearing on the measure. Moved by Sacker supported by Peterson to set the public hearing on the proposal for Monday, January 12, 2015 at 7:00PM at the Veterans Reception Center located at 910 Main Street in Van Meter. Passed unanimously.

7) Mayor Adams asked City Administrator Jake Anderson to present the proposal to accept portable classrooms from the Van Meter Community School District. Anderson explained that ISG engineers had prepared an opinion of probable cost for the project and based on that information he recommended that the proposal be denied. Moved by Lacy supported by Peterson to reject the proposal, directing the Administrator to withdraw the City's request that the School District donate the portable classrooms. Passed unanimously.

8) Department/Committee Reports

Public Safety Director Daggett, Fire Chief Bruen, and Assistant Fire Chiefs Carr and Feldman reported on having received an anonymous donation of \$10,000.00 and their plans to use the donation to purchase a newer ambulance.

Anderson reported that the City closed on the Feller Museum deal. Anderson also delivered the Greater Dallas County Development Alliance's annual report.

- 9) Having no further business Mayor Adams asked for a motion to adjourn. Moved by Lacy supported by Tweed. Passed unanimously.

_____ Allan B. Adams, Mayor

ATTEST _____ Liz Thompson, City Clerk

- 1) The Van Meter City Council met for a special council meeting on Thursday, December 11, 2014 at the Veterans Reception Center. Mayor Allan Adams called the meeting to order at 6:33PM. The following council members were present upon roll call: Bob Lacy, Elizabeth Tweed, Mike Peterson, and Kim Sacker. Owen Stump was absent.

Also present were, City Engineer Bob Veenstra, City Attorney Erik Fisk, and City Administrator Jake Anderson.

- 2) Mayor Adams asked for a motion to approve the agenda. Motioned by Lacy supported by Sacker. Passed unanimously.
- 3) Mayor Adams recognized City Engineer Bob Veenstra who discussed the water treatment plant project with the City Council. Veenstra discussed three pre-construction requirements in addition to the design work that need to be completed in order to move the project forward for a construction time-line that coincides with the expiration of certain development agreement obligations in 2017-2018. Veenstra explained that the pre-construction requirements include: 1) conducting a well field exploration study, 2) property acquisition, and 3) conducting a pilot study to test the design of the intended membrane filtration system.

Veenstra explained that the three pre-construction requires could cost an additional \$150,000 that may be borrowed at zero percent interest through the State Revolving Fund and would then be rolled into a construction loan at such a time as the facility is built. The City Council directed Anderson and Veenstra to complete applications to the SRF that would keep the conversation going for a construction time-line of 2017-2018.

- 4) Mayor Adams announced that the Council would conduct a review of City Administrator Anderson's performance and pursuant to Iowa Code Chapter 21.5 the review would occur in open session unless Anderson requested a closed session. Anderson requested a closed session. Lacy moved supported by Tweed to adjourn into closed session. Passed unanimously and the council adjourn into closed session at 7:41PM.

~ Closed Session ~

At the conclusion of the closed session Lacy moved supported by Peterson to reopen the meeting to the public at 8:13M.

- 5) Mayor Adams asked for a motion concerning the City Administrators performance evaluation. Lacy moved supported by Peterson to introduce Resolution #2014-28, "A Resolution Concerning the Administrator's Performance." Passed unanimously.
- 6) Having no other business Mayor Adams asked for a motion to adjourn. Moved by Lacy supported by Tweed. Passed unanimously.

_____ Allan B. Adams, Mayor

ATTEST

_____ Liz Thompson, City Clerk

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
----- ACCOUNTS PAYABLE CLAIMS -----				
A D DISTRIBUTING CO	FLAG FOR CITY HALL	101.00		
ACCO	WATER CHEMICALS	636.90		
AG SOURCE LABORATORIES	WATER TESTING	48.00		
AMERICAN LEGION POST 403	FULL BANQUET FARMERS MARKET	190.00		
ARNOLD MOTOR SUPPLY	PARTS FOR BOOM TRUCK	155.64		
BANKERS TRUST	DEBT SERVICE ST/WA	9,310.00	11178439	12/31/14
BOB BROWN CHEVROLET	HANDLE FOR PW CHEVY TRUCK	53.72		
BOBS AUTO PARTS	BOOM TRUCK PART	13.38		
CARPENTER UNIFORM CO	PD - DAGGETT APPARELL	110.95		
CASEY'S GENERAL STORE	PD GAS	692.26		
CENTURY LINK	CITY HALL/BOB FELLER	583.93		
CHRIS POWER	MI LEAGE/REIMBURSE FEE	637.30	25022	12/16/14
COOK'S ILLUSTRATED		19.95		
CULLIGAN	AUTOMATIC RENTAL	21.95		
DALLAS CO RECORDER	QUIT CLAIM DEED	12.00		
DALLAS COUNTY NEWS	LEGAL PUBLICATIONS	177.07		
DELTA DENTAL	EMPLOYEE DENTAL INS	341.80	11178442	12/31/14
DENNIS CARTER	WA MAIN BREAK	200.00		
DMACC	EMR EXAM POLLARD POWERS	250.00		
EFTPS	FED/FICA TAX	2,710.80	11178437	12/19/14
EFTPS	FED/FICA TAX	2,864.09	11178438	1/02/15
HEARTLAND COOP	SHOP LP/WA SHED	1,080.66		
IFMVCV	LEGAL FEES & REIMBURSABLES PER	3,000.00	25021	12/11/14
IMFOA	IMFOA 15/16 DUES	40.00		
IOWA LIBRARY ASSOCIATION	2015 MEMBERSHIP DUES	80.00		
IOWA ONE CALL	FAXES	4.50		
IPERS	IPERS	1,718.17	11178435	12/19/14
JESTER INSURANCE SERVICE	HUMVEE INS	178.00		
KIMBERLY KNAPP	1 YR WEBSITE HOSTING FEE	120.00		
LIBRARY & EDUCATIONAL SERVICES	AUDIO BOOKS & BOOKS	108.82		
LOWE'S	REC COMPLEX CONCRETE	84.15		
MATHESON TRI GAS INC	OXYGEN	34.76		
MATT PARROTT/STOREY KENWORTHY	W2S AND RELATED FORMS	75.05		
MIDAMERICAN ENERGY	GAS/ELEC	2,537.20		
OFFICE DEPOT	FOLDERS, TAPE, LABELS	47.91		
OGDEN PUBLICATIONS	GRIT SUBSCRIPTION X 1 YR	16.95		
SOUTHERN IA COUNCIL OF GOV	MEBERSHIP FY 2016	1,981.20		
SQUARE, INC	CREDIT CARD ACCEPTANCE FEE	44.46	11178440	12/31/14
STIVERS FORD	REPAIRS RESCUE UNIT 842	1,236.16		
TASTE OF HOME	COOKBOOK	30.98		
THE HARTFORD	EMPLOYEE LIFE/DIS INS	191.43	11178443	12/31/14
TREAS - ST OF IA SALES TX	QUARTERLY SALES TAX OCT-DEC 14	2,238.00	11178444	1/06/15
TREAS - STATE OF IOWA W/H	STATE TAX	541.00	11178436	12/19/14
ULTRAMAX	AMMUNITION	257.60		
US POSTMASTER	JAN UT BILLS/NEWSLETTERS	196.80	25023	12/29/14
VEENSTRA & KIMM INC	WA TREATMENT/IMPROVEMENTS	346.90		
VERIZON WIRELESS	CELL PHONE CHARGES	383.11	25020	12/11/14
WASTE CONNECTIONS	GARBAGE SERVICES	6,452.52		
WELLMARK	EMPLOYEE HEALTH INS	3,821.79	11178441	12/31/14
WELLS FARGO CC	LIB MATERIALS	179.52		

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

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
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**** PAID	TOTAL ****	27,998.75		
**** SCHED	TOTAL ****	18,159.63		
**** OPEN	TOTAL ****			
**** ON HOLD	TOTAL ****			
***** REPORT	TOTAL *****	=====		
		46,158.38		
		=====		

DEPT DEPT NAME	TOTAL	CHECK#	DATE
LIABILITIES	7,834.06		
POLICE	1,248.64		
EMERGENCY MANAGEMENT	11.84		
FIRE	368.27		
AMBULANCE	2,158.22		
ROADS, BRIDGES, SIDEWALKS	5,967.03		
STREET LIGHTING	203.85		
GARBAGE	6,746.05		
LIBRARY	1,724.32		
PARKS	23.23		
RECREATION	120.73		
CEMETERY	2.37		
FARMERS MARKET	190.00		
CLERK/TREASURER/ADM	2,672.12		
LEGAL SERVICES/ATTORNEY	177.07		
CITY HALL/GENERAL BLDGS	1,311.21		
DEBT SERVICES	500.00		
WATER	11,766.63		
SEWER/SEWAGE DISPOSAL	3,132.74		

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

FUND	FUND NAME	TOTAL	CHECK#	DATE
001	GENERAL	16,889.77		
058	FARMERS MARKET	190.00		
110	ROAD USE TAX	2,549.67		
112	EMPLOYEE BENEFITS	2,659.88		
182	LIBRARY TRUST FUND	1,333.33		
183	VM COMMUNITY BETTERMENT	50.00		
200	DEBT SERVICE	9,310.00		
600	WATER	8,150.39		
610	SEWER	5,025.34		



CITY OF VAN METER

Bank Reconciliation/Financial Summary - Month/Year: December 2014

<u><i>Treasurer's Report</i></u>	
Book Balance, Beginning of Month:	\$1,325,174.54
Add: Total Revenues this Month: with transfers	\$68,427.49
Less: Total Expenditures this Month: with transfers	(\$151,042.42)
Add: Δ Liability	\$3,387.42
Book Balance End of Month:	\$1,245,947.03

<u><i>Bank Reconciliation</i></u>	
Checking Account Balance End of Month:	\$744,570.39
Less: Outstanding Transactions (Cash Report):	(\$23,562.95)
Adjusted Checking Account Balance:	\$721,007.44
Currency	
Petty Cash: (res Nov 2004)	\$100.00
Change Fund:	\$30.00
Total Currency:	\$130.00
Investments: (Interest for month included)	
IPAIT	
IPAIT – general	\$220,816.17
IPAIT – park	\$20,622.11
IPAIT – library	\$17,060.47
IPAIT – library/technology	\$1,187.18
IPAIT TOTAL:	\$259,685.93
Certificate of Deposit/ESB	\$250,000.00
Wells Fargo – savings acc't	\$15,123.66
Total Investments:	\$524,809.59
Total of Bank Statements End of Month	\$1,245,947.03

Difference:	\$0.00
Note(s):	

Verify: Mayor or Mayor Pro Tem:

CALENDAR 12/2014, FISCAL 6/2015

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001 GENERAL	53,991.97	25,048.52	36,908.67	1,737.82	43,869.64
049 VEHICLE INSPECTION FUND	38,491.91	.00	.00	.00	38,491.91
051 LIBRARY TECHNOLOGY FUND	210.01	.01	.00	.00	210.02
052 PW-VEHICLE REPLACEMENT	7,000.00	.00	.00	.00	7,000.00
053 FD-VEHICLE REPLACEMENT	18,044.93	.00	.00	.00	18,044.93
054 VEHICLE REPLACEMENT-POL	5,631.25	.00	.00	.00	5,631.25
055 VEHICLE REPLACEMENT-FIR	3,873.82	.00	.00	.00	3,873.82
056 TECHNOLOGY REPLACEMENT-	5,000.00	.00	.00	.00	5,000.00
057 BUILDING REPAIR RESERVE	3,000.00	.00	.00	.00	3,000.00
058 FARMERS MARKET	3,469.81	190.00	165.60	.00	3,494.21
110 ROAD USE TAX	64,510.64	7,632.63	8,011.96	374.49	64,505.80
112 EMPLOYEE BENEFITS	86,869.81	3,215.52	4,862.86	.00	85,222.47
119 EMERGENCY FUND	5,509.49	278.09	.00	.00	5,787.58
121 LOCAL OPTION SALES TAX	53,794.37	.00	.00	.00	53,794.37
125 TIF-CR ESTATE	211,432.59	.00	48,372.96	.00	163,059.63
126 TIF-WH PINES SUBDIVISIO	55,023.77	181.38	.00	.00	55,205.15
127 TIF-POLK CO. BANK	55,894.59	.00	7,106.24	.00	48,788.35
128 TIF-STANDBROUGH	.00	.00	.00	.00	.00
129 TIF ORIGINAL (420-844)	143,288.12	763.14	.00	.00	142,524.98
180 PARK TRUST FUND	28,093.31	.14	.00	.00	28,093.45
181 REC TRUST	89,980.04	.00	.00	.00	89,980.04
182 LIBRARY TRUST FUND	23,969.20	.17	6,287.08	256.56	17,938.85
183 VM COMMUNITY BETTERMENT	2,275.37	.00	50.00	.00	2,225.37
184 CDBG/HOUSING PROJECT	.00	.00	.00	.00	.00
185 REC CAPITAL FUND	30,231.22	.00	2,800.00	.00	27,431.22
186 SITE CERT/WA PROJECT	157,097.20	.00	.00	.00	157,097.20
200 DEBT SERVICE	27,783.04	2,555.19	9,310.00	.00	21,028.23
205 DEBT SERVICE-WATER	.00	.00	.00	.00	.00
213 DEBT SERVICE-LIFT STATI	.00	.00	.00	.00	.00
300 SIDEWALK CAPITAL PROJEC	1.00	.00	.00	.00	1.00
500 CEMETARY-PERPETUAL CARE	16,550.00	.00	.00	.00	16,550.00
600 WATER	90,997.60	18,189.22	13,810.47	507.97	95,884.32
606 WATER MAIN PROJECT	40,210.29	.00	.00	.00	40,210.29
610 SEWER	2,949.19	11,899.76	13,356.58	510.58	2,002.95
612 DEBT SERVICE-SEWER LAGO	.00	.00	.00	.00	.00
Report Total	1,325,174.54	68,427.49	151,042.42	3,387.42	1,245,947.03

Submitted at January 12, 2015 meeting: _____
Jake Anderson, City Administrator

QUARTERLY INVESTMENT REPORT – for period 10-01-14 through 12-31-14:

Summary

Transactions: There were no significant transactions to report during the fourth quarter of the calendar year (or second quarter of the fiscal year). Bank charges remain at zero and interest rates continue to disappoint.

As of 12-31-14 the total cash balance was \$1,245,947.03*; and the cash/investment breakdown is:

Checking/Wells Fargo account – \$721,007.44
Savings/Wells Fargo account - \$15,123.66
IPAIT – public funds – \$220,816.17
IPAIT – library - \$17,060.47
IPAIT-library/technology - \$1,187.18
IPAIT – park trust - \$20,622.11
Petty Cash - \$100.00
Change Fund - \$30.00
Certificate of Deposit – ESB - \$250,000
TOTAL: \$1,245,947.03*

January 8, 2015

Jake Anderson
City Administrator/City Hall
505 Grant Street
PO Box 160
Van Meter, IA 50261-0160

Re: Van Meter, Iowa
2015-2016 Water System Improvement Financing

Dear Jake:

The purpose of this letter is to explain our role as bond counsel for the City of Van Meter's (the "City") proposed Water System Improvement Financing (the "Project") to be financed through the Iowa Finance Authority and its State Revolving Fund loan program. It is our understanding that the City will first enter into a Planning and Design Loan (the "P&D Loan") to cover engineering expenses while the Project is designed. Subsequently, the City will enter into a long term loan (the "Bond Issue") to finance construction of the Project.

As bond counsel to the City, it is the responsibility of our law firm to provide legal guidance and documentation for the authorization of the P&D Loan and the eventual authorization of the Bond Issue. In the course of the representation, we will prepare appropriate resolutions, notices, agreements and certificates, consult with the City's financial consultants and engineers and undertake such additional duties as we deem necessary to protect the City's interests and maintain legal compliance. At the respective closings of the P&D Loan and the Bond Issue, if the conditions are right, we will provide our written legal opinions with respect to the nature and validity of the each credit facility and the federal income tax treatment of the interest to be paid thereunder.

In performing our services as bond counsel, our sole client will be the City. We will not represent any other party in this financing and it is mutually understood that the services to be provided by us as described herein are solely for the benefit of the City.

Based upon: (i) our current understanding of the terms, structure, size and schedule of the Project and its financing, (ii) the duties we will undertake, (iii) the time we anticipate devoting to the representation, and (iv) the responsibilities we assume, we estimate that our fees and expenses related to the P&D Loan and the Bond Issue will not exceed a total of \$10,000 up to \$2,500 of which will be billed after closing of the P&D loan with the balance to be billed after closing of the Bond Issue. To the extent that the City elects to enter into additional credit facilities for the financing of the Project and/or involves us as legal counsel with respect to the construction contracting process for the Project, we may update our estimates to include the additional work.

Page 2

If this arrangement is approved by the City, please execute this letter as indicated in the space provided below and return a copy to us by either (i) scan and email to Lemke.susan@dorsey.com or (ii) by fax to the attention of Susan Lemke at (515) 283-1060.

We look forward to working with you on behalf of the City.

Best regards,



John P. Danos

Enclosures

I understand and agree to the arrangements stated above.

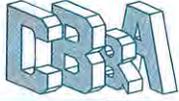
CITY OF VAN METER, IOWA

BY: _____
Allan Adams, Mayor

Date: _____

Attest: _____
City Administrator

Date: _____



January 5, 2015

Jake Anderson
City Administrator
P.O. Box 160
Van Meter, IA 50261-0160

RE: CITY OF VAN METER BRIDGE INSPECTION - 2015

Dear Mr. Anderson:

This proposal for bridge inspection services for your 2015 program is submitted in accordance with your recent request. You have asked us to perform a general visual inspection of the East Street (022180), Wilson Street (011490), 4th Avenue (501870), and Brookview Lane (505005) bridges. Work will be done per the Iowa DOT and FHWA Guidelines. We propose to visually inspect these four bridges for a lump sum fee of \$1,000.00 while performing similar services for Dallas County.

In addition, load rating calculations are required for the East Street (022180), Wilson Street (011490), and Brookview Lane (505005) bridges. These additional items are required by the Iowa DOT on behalf of FHWA for the City to remain in compliance with the National Bridge Inspection Standards (NBIS). We propose to complete these calculations, and enter the data into the SIIMS database, for a lump sum fee of \$1,100.00.

A Final Report containing a Bridge Listing Certification, Bridge Rating Summary, and Bridge Rating Packets (field report, photographs, SI&A, and load rating calculations), for each bridge, as applicable, will be submitted to the City.

Please review this proposal and, if it is acceptable, return one signed and dated copy to me. We will do a good job for you and the City of Van Meter.

Sincerely,

ACCEPTED FOR THE CITY OF VAN METER, IOWA


Jon D. Conzett, P.E.
Vice President

Allan Adams
Mayor

Date: _____

January 8, 2015



Jake Anderson, CPM
City Administrator
City of Van Meter
505 Grant Street
PO Box 160
Van Meter, IA 50261
Via email: janderson@vanmeteria.gov

RE: Professional Services for the Bob Feller Museum Renovation and
City Hall Conversion – Van Meter, Iowa

Dear Jake:

The City will benefit from the professional services of ISG for the Bob Feller Museum Renovation and City Hall Conversion because we will provide the most efficient use of space and resources to conduct City business in a secure location.

Based on the information provided, renovations may include demolition, flooring replacement, cabling, and modifications to the existing space as necessary to renovate the space into administrative offices. One office and two work stations will be created. Administrative offices will be separate and secure from the display area.

Phase One – Building Assessment, Conceptual Layouts, and Estimates

Bob Feller Museum Renovation

ISG representatives including the project architect will visit the site to review and document the existing conditions. This visit will include a review of major building systems and site components.

The main assessment will be of the existing HVAC system. ISG will verify heating, ventilation, and cooling systems for age, condition, and capacity. In addition, we review the condition of the plumbing system and verify the fixtures, appliances, piping, and wastewater piping meet current codes.

Upon completion of the site visit, information will be analyzed and collected to determine required repairs and remodeling necessary to bring the building systems to an acceptable state of operation.

Once the overall condition of the building is assessed, a report describing current conditions will be produced. Conceptual layouts will be presented for construction alternatives, and opinions of probable costs for the options will be provided.

City Hall Conversion

The project architect will visit the existing City Hall and provide conceptual layouts to convert the space for other purposes using city staff input.

Phase Two – Preparation of Construction Documents

ISG will prepare the construction documents necessary to obtain competitive quotes from contractors for the Bob Feller Museum renovation. At the City's request, ISG will assist the City of Van Meter in obtaining construction quotes from contractors for the project. The construction drawings will be completed within 21 calendar days after the preferred conceptual layout is selected.

Compensation

Phase One

For a fixed fee of \$3,200, ISG is prepared to provide:

- Site visits to both facilities by the project architect
- Layout options for the existing City Hall building
- Assessment of the existing HVAC system at the Bob Feller Museum
- Conceptual layouts and cost estimates for the renovation

Phase Two

The preparation of construction documents based on the selected layout from Phase One will be prepared for a fee of 10% of the layout's construction cost estimate.

Thank you for the opportunity to provide you with this proposal for the City of Van Meter. We will follow up with you to answer any questions regarding our services or this proposal. We are eager to help the City of Van Meter successfully complete this project.

To accept the terms of this proposal, please sign the Acknowledgement of Acceptance as indicated below and return a copy to our office. We look forward to the opportunity to work with you.

Sincerely,



Bill Goldy
Senior Planner, Associate Principal
Planning Group



Derek A. Johnson, PE
Senior Engineer, Associate Principal
Civil Engineering Group

ACKNOWLEDGMENT OF ACCEPTANCE

Accepted this _____ day of _____, 2015

For: _____

By: _____

Title: _____

Resolution # 2015-_____

“A Resolution authorizing the expenditure of “Vehicle Inspection” funds for the repair, remodel, and furnishing of 505 Grant Street and 310 Mill Street.”

Whereas, the City has taken possession of the Bob Feller Museum at 310 Mill Street and,

Whereas, the City intends to use the property at 310 Mill Street for the purposes of maintaining a curated display of Bob Feller artifacts and for the operation of administrative functions and,

Whereas, the City intends to re-purpose the existing administrative space at 505 Grant street in accordance with a plan previously submitted and approved by the Department of Public Safety and the Van Meter Public Library and,

Whereas, the City has \$38,492 of cash on hand in a “Vehicle Inspection Fund” and,

Whereas, the City no longer offers vehicle inspection services and,

Whereas, the Vehicle Inspection Funds are unrestricted and unencumbered general revenues now,

Therefore be it resolved that the City Council of the City of Van Meter, Iowa hereby authorizes the City Administrator to procure the necessary services and materials necessary to repair, remodel, and furnish 505 Grant Street and 310 Mill Street so as to make those facilities functional work spaces.

Further it is resolved that costs of any such repairs, remodels, or furnishings shall be paid with the aforementioned Vehicle Inspection Funds.

Passed and Approved this 12th Day of January 2015.

_____ Mayor Allan Adams

ATTEST:

_____ Liz Thompson, City Clerk



SOUTHERN IOWA COUNCIL OF GOVERNMENTS

Southern Iowa Development Group, Inc.
Southern Iowa COG Housing Trust Fund, Inc.

P.O. Box 102
101 East Montgomery St.
Creston, Iowa 50801-0102

Telephone 641.782.8491
Facsimile 641.782.8492
e-mail SICOG@sicog.com

Linda England,
Chairperson,
Adams County

Ron Riley,
Vice-Chairperson,
Union County

Aaron Price,
Secretary,
Madison County

Karen Zabel,
Treasurer,
City of Lenox

John Twombly,
Adair County

Marvin McCann
Clarke County

J. R. Cornett
Decatur County

Royce Dredge
Ringgold County

Tom Leners
Private Sector Representative

William Trickey
Private Sector Representative

Michelle Tullberg
Private Sector Representative

Beth Waddle
Private Sector Representative

Tom Lesan
Member-At-Large

December 30, 2014

City of Van Meter
Alan B. Adams, Mayor
City Hall - PO Box 160
505 Grant Street
Van Meter, Iowa 50261-0160

Dear Mayor Adams:

I am writing on behalf of the Southern Iowa Council of Governments (SICOG) to remind you that the City of Van Meter's Associate Membership is due on or before July 15, 2015. This is only a reminder since the city will soon be adopting their new budget. These funds are used by SICOG to provide Van Meter with planning, grantsmanship, technical assistance and economic development activities. The following shows the city's FY 2016 membership dues:

Associate Membership - CITY OF VAN METER - **\$1,981.20**
(population 1,016 persons @ \$1.95)

Please be advised that this is only a reminder for budgeting purposes. SICOG membership dues are not due until July 15, 2015.

If you have any questions regarding our planning and development efforts or any assistance your city needs, please feel free to call Mr. Timothy Ostroski, Executive Director, at (641) 782-8491.

Sincerely,

Linda England
Chairperson

Enclosure
LE:jkb



Grantsmanship

Planning

Technical Assistance

CITY OF VAN METER

RESOLUTION # _____

A RESOLUTION TO PARTICIPATE IN THE PLANNING AND DEVELOPMENT PROGRAMS OF THE SOUTHERN IOWA COUNCIL OF GOVERNMENTS.

Whereas the Economic Development Administration was assigned to administer the provisions of the Public Works and Economic Development Act of 1965; and

Whereas the Southern Iowa Council of Governments has been designated by the Economic Development Administration as an Economic Development District and

Whereas the State of Iowa and the U.S. Department of Housing and Urban Development has designated the Southern Iowa Council of Governments as the area-wide planning organization, and

Whereas the City of Van Meter is an active member of the Southern Iowa Council of Governments and participates in formulation of area-wide plans and programs,

Be It Therefore Resolved by the Van Meter City Council that the City of Van Meter desires to participate in the fiscal year 2016 planning and economic development programs of the Southern Iowa Council of Governments in Iowa Planning Area XIV, consisting of Adair, Adams, Clarke, Decatur, Madison, Ringgold, Taylor, and Union Counties.

Be It Further Resolved by the Van Meter City Council that the City of Van Meter provides \$1,981.20 for the operation of the Southern Iowa Council of Governments' planning and development programs.

Passed and Signed this _____ day of _____, 2015.

Signature _____
Mayor

Attest: _____
City Clerk

Agenda Item #9 - Open Records Request Policy

Submitted for:
Action

Recommendation:
Approval

Sample Language:

Mayor: *Would staff please present the proposed policy?*

Staff: *Presentation*

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

City Councilmember _____: *So moved.*

City Councilmember _____: *Second.*

Mayor: *Roll Call Please.*

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

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

CITY OF VAN METER
Open Records Policy
Adopted 01/12/2015

1. Purpose. This Open Records Policy defines the procedures and fees associated with handling open records requests made to the City of Van Meter.

2. Background. The City of Van Meter (the City) is subject to Iowa’s “Open Meetings” laws (Iowa Code Chapter 21) and “Open Records” laws (Iowa Code Chapter 22). Iowa Code Chapter 22’s definition of a “public record” is broad, and includes “all records, documents, tape or other information, stored or preserved in any medium.”

There are exceptions that protect certain records and documents from public disclosure. Most exceptions are listed in Iowa Code Section 22.7; others are provided elsewhere in the Iowa Code or by federal law.

The City may incur expenses and staff time to respond to record requests, and the law requires the City to comply with records requests within reasonable time limits and permits the City to charge reasonable fees reflecting the costs to produce copies and for staff to procure and prepare documents.

3. Goals. This policy’s goals are to provide direction on the handling of records requests; to standardize fees and costs for complying with record requests;; and to promote consistent compliance with the applicable laws.

4. Designated Custodian for Chapter 22 Open Records Matters. Iowa Code Section 22.1(2) requires government bodies to delegate an official or employee as a “lawful custodian” responsible for implementing the requirements of Iowa Code Chapter 22 and to provide that information to public. The City’s “lawful custodian” is the City Clerk, or any such employee who is assigned such responsibilities by the City Clerk.

5. Information Needed for Processing an Open Records Request. Record requests can be made via letter, email, fax or verbal request. To accurately and timely process a records request, the City will need to know the full extent of the request and how to contact the requestor (name, address and phone number) in case the Clerk has any questions or concerns. If at all possible, the requestor should put his/her request in writing using the City’s Open Records Request Form. Requests for information should identify the requestor, the specific category or type of information sought, a reasonable time period for which such information is sought, and such other information as will allow City staff to accurately identify the records sought and timely respond to the request.

6. Routine and Non-Routine Records Requests.

A. Routine Requests. Routine records requests are those expected to be completed within 15 minutes and involving fewer than 10 pages of material. Routine records requests may be handled directly by the department involved with notice of the request. Examples of routine records requests include, but are

not limited to, a customer's request for copies of his/her own billing records, meeting minutes or agendas, and specific resolutions or ordinances.

B. Non-Routine Requests. Non-routine records requests are expected to take longer than 15 minutes to complete or involve more than 10 pages of material. City staff should provide any non-routine records request to the City Clerk immediately upon receipt. The City Clerk will coordinate the response to all non-routine records requests with affected departments through the chain of command.

7. Requestor's Options for Examining or Copying Records.

A. In-person Examination of Records. Those seeking public records within the control of the City may examine the records at City Hall during normal City business hours. The City requires adequate notice for in-person examinations, as prior review, safekeeping and/or supervision may be required. In-person examinations will be supervised by City staff and conducted in a manner directed by staff to prevent destruction, misappropriation, manipulation or disorganization of the original materials. After examination, persons will need to specifically and clearly indicate any records requested for copying.

B. Personal Review Not Required. Requestors are not required by law to be personally present for the examination of records and may ask that the City examine its records and provide copies of records that correspond to the request in accordance with the terms and conditions of this policy.

8. Form of Response to an Open Records Request – Paper Copies Only. It is City policy to provide paper copies of records. Responses provided in any other media are at City discretion and may incur additional fees.

9. Fees. The City's Open Records Policy Fee Schedule, as updated from time to time, applies to all records requests. The City will provide 15 minutes of City staff time free of charge to respond to each requestor monthly. Under the Fee Schedule, a financial deposit may be required, and if required, no work will begin on a request until the deposit is received.

10. Estimated Response Time. Because the City's staff is small and there is no separate public records officer, City staff does not abandon or neglect their regular public duties to comply with an open records request and will thus need sufficient time to make and deliver requested copies.

The City strives to respond to open records requests within 20 business days, but unique circumstances may extend that response time. If the requested material potentially contains confidential information or is otherwise exempt from disclosure, additional time may be required to review and potentially redact the material.

11. Exceptions. Any requests for an exception or deviation from this policy must be

approved in advance by the City Administrator.

Any questions concerning the City's Open Records Request Guidelines, the City's Open Records Policy or related procedures or fees should be directed to the records custodian:

City Clerk
City of Van Meter
505 Grant Street
PO Box 160
Van Meter, IA 50261

Open Records Policy Fee Schedule

Adopted 01/12/2015

The following fees and costs will be charged pursuant to Iowa Code Chapter 22 for access to and/or copies of public records maintained by the City of Van Meter.

1. Basic Fees.

<u>Service</u>	<u>Guidelines/Conditions</u>	<u>Fee</u>
Copies of paper documents	b/w copies - 8.5 x 11 color copies - 8.5 x 11 oversized copies	\$0.10/page \$0.25/page by estimate
Copies transmitted by fax	limit to 10 pages	\$1.00/page (long distance) \$.50/page (local or toll-free)
Postage for Copies Mailed	Prepayment is required for postage cost. All copies are sent certified mail, return receipt requested	Actual Cost
Photocopies from microfiche or other stored or compiled backup or other sources	Prepayment required	Actual Cost

2. Labor. Non-incidental or supervisory services. The first 15 minutes of non-incidental or supervisory services provided by City staff in any search, preparation, retrieval, or supervision of examination of open records during a given month will be free of charge. The free 15 minutes is calculated based on time spent fulfilling any request placed in the same month by any one individual. For non-incidental or supervisory services performed by City staff lasting longer than 15 minutes, requestors will be charged for each additional 15 minutes of services provided. The charge will be based on the actual wages of the employees performing the services, and a requestor does not have the right to request any particular employee perform the services. The labor charges will not include the costs of employee benefits, depreciation, maintenance, electricity, or insurance associated with the administration of the office, per Iowa Code §22.3.

All public record examination and copying will be done under the supervision of the lawful custodian of the records or his or her designee. Unless a requestor makes other arrangements with the City, requested records will be available for the requestor's review for a period of one week after notification to the requestor that the originals are available. If the requestor does not review or make other arrangements with the City within one week, the requestor may incur additional charges for any additional time spent to relocate the records.

3. Other Applicable Fees and Deposits.

A. **Additional Costs.** Any costs not covered under the above fee schedule will be charged to the requestor based on the actual costs incurred by the City, including but not limited to, all amounts charged to the City by third parties in connection with fulfilling any records request.

B. **Advance Deposits.** If the estimated fees for the requested services will be greater than ten dollars (\$10.00), the City will require an advance deposit to cover all or part of the estimated fees. If a deposit is required, no work will begin on a request until the deposit is received. Any funds collected by the City in excess of the actual fees will be refunded. No records will be turned over to the requestor unless the full cost of the records request, including any labor and/or copying charge, has been remitted to the City. If a requestor has not paid a previous amount due under this policy, the City will require full payment of the previous amount due plus a full deposit for estimated services before processing a new request.

C. **Cumulative Charges.** The charges outlined in Section 1 of this Fee Schedule are cumulative, to the extent they reflect the actual cost to the City.

CITY OF VAN METER
PUBLIC RECORDS REQUEST FORM

1. REQUESTER'S INFORMATION:

Name:

Mailing Address: Fax Number:

Email Address: Phone:

2. REQUEST INFORMATION:

Please be as detailed as possible; include names, dates, subjects, meeting dates, resolution and ordinance numbers, project names, etc.

3. Is this request for:

Inspection of Public Records Copying of Public Records

4. If you are requesting copies of public records please fill out the following:

How many copies of the requesting documents do you need?

Color Copies Black & White Copies

5. How would you like to receive the copies:

In Person
 Mail
 Email
 Fax

Although the records I am requesting may be deemed to be "public records" within the meaning of Chapter 22, Code of Iowa, I understand that I must use this information in compliance with any and all local, state, and federal laws, including but not limited to laws relating to privacy, harassment, discrimination, debt collection, libel, slander and tort. I acknowledge that any misuse of said information by me in violation of the law is exclusively my responsibility. The City of Van Meter denies any and all responsibility for how this information is used by me. If any third party makes a claim against the City of Van Meter for any misuse of this information attributable to me, I understand the City will pursue all available legal remedies against me. I certify that I may be charged for costs related to the inspection/copying of public records, and the records will not be released to me without payment.

Signature of Requester

Date of Request

FOR CITY STAFF USE ONLY

Details of Request

1. Date and Time Request Received:

2. Deposit Received: _____ (date) in the amount of \$ _____ by _____
(employee.) (Use fee worksheet to calculate deposit.)

3. Date and Time Request Processed:

Notification of Records Ready

Requester notified on (date) by: _____ Phone _____ Email _____ In Person

Records are ready for pick up as of (date) _____

Examination of original records scheduled for (date/time) _____

Records mailed/faxed/mailed to requester on (date) _____

FEE WORKSHEET

Description	Quantity	Amount	Total
<i>COPY CHARGES</i>			
Black & White – Single Sided (8.5x11, 8.5x14)	_____	\$0.10/page	_____
Color – Single Sided (8.5x11, 8.5x14)	_____	\$0.25/page	_____
<i>POSTAGE CHARGES</i>			
Actual Cost	_____	_____	_____
<i>LABOR CHARGES</i>			
First 15 Minutes	N/A	N/A	No Cost
Each Additional 15 Minute Interval	_____	_____	_____
Total of All Fees			_____
Less Deposit Received (if any)			_____
Balance _____ owed at pickup or _____ to be refunded			_____
Deposit reconciled/payment made on _____			

Agenda Item #10 - 527 Main Street Site Plan

Submitted for:
Action

Recommendation:
Approval

Sample Language:

Mayor: *Would someone from Integrated Sales please present the proposed site plan.*

Int. Sales Rep: *Presentation*

Mayor: *Would staff please present review comments and recommendations?*

Staff: *Presentation*

Mayor: *Does the Council wish to discuss the proposed site plan? If not I would entertain a motion to approve the site plan as it has been presented to us.*

City Councilmember _____: *So moved.*

City Councilmember _____: *Second.*

Mayor: *Roll Call Please.*

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

Mayor: *The site plan is approved. Thank you.*

City of Van Meter Planning and Zoning Commission
Minutes 12-17-2014

- 1) The Van Meter Planning and Zoning Commission met on Wednesday, December 17, 2014 at the Veteran's Reception Center at 910 Main Street. Chair Jesse Leckband called the meeting to order at 6:50P.M. Members present were: Jerney Feldman, Joe Herman, and Lyn Lyon by phone. Members absent were: Ernie Hockenberry and Gayle O'Brien.

Also present was Brenda Golwitzer, Brian Anderson, and City Administrator Jake Anderson.

- 2) Chair Leckband asked for a motion to approve the agenda. Moved by Feldman supported by Herman. Passed unanimously.
- 3) Chair Leckband asked for a motion to approve the minutes from June 18, 2014 as presented. Moved by Herman supported by Feldman. Passed unanimously.
- 4) Jake Anderson presented staff comments relevant to the plans submitted for the expansion of the facility at 527 Main Street owned by JGB Holdings and is leased to Integrated Sales. Anderson noted that staff had asked for clarification regarding compliance with the setback requirements and Brian Anderson and Jarret Golwitzer were able to demonstrate compliance. In turn Anderson recommended forwarding the proposal to the City Council for approval.

Brenda Golwitzer and Brian Anderson answered questions from the commission regarding parking, fire code compliance, and façade improvements. Following discussion Chair Leckband asked for a motion to forward the plans to the City Council with a recommendation for approval. Moved by Feldman supported by Herman. Passed unanimously.

- 5) Having no further business Chair Leckband asked for a motion to adjourn. Moved by Feldman supported by Herman to adjourn. Passed unanimously.

_____ Jesse Leckband, Chair

ATTEST:

_____ Jake Anderson, City Administrator

From: [Bob Veenstra](#)
To: [Jake Anderson](#)
Subject: Re: FW: Integrated Sales office expansion - Golwitzer
Date: Saturday, December 13, 2014 12:26:29 PM

Jake

The only issue may be the rear yard set back. I believe this parcel is in a C-1 district. The rear yard setback is 35 feet and they are showing 25 feet. The rear yard can be decreased by one foot for each foot the front yard is increased over 25 feet. I am not sure they have the lot lines exactly correct as the south lot line would normally be at the north edge of the sidewalk and not the south edge. However, the county assessor map shows the line in the middle of the sidewalk.

The lot is 132 feet north to south and the expanded building scales 65 feet. The combined front and rear setback is 60 feet (35 +25). That total is 125 feet indicating there is 7 feet to spare. I think we need to confirm the maximum north south dimension of the expanded building is not more than 72 feet. If so the combined setback would be at least 60 feet and would be acceptable even without finding the exact location of the lot line.

It sure appears the building is less than 72 feet so I think everything is met, but it makes sense to have them confirm the building size.

Bob Veenstra

Jake Anderson wrote:

>
> *From:* Brenda Golwitzer [<mailto:bgolwitzer@int-sales.com>]
> *Sent:* Thursday, December 11, 2014 2:42 PM
> *To:* Jake Anderson
> *Cc:* Jarret Golwitzer; Brenda Golwitzer
> *Subject:* FW: Integrated Sales office expansion - Golwitzer
> *Importance:* High
>
> Jake, per your request, we have drawn our lot lines and proposed
> building layout in on the "Google Maps" document that is attached. We
> have also show feet to north of lot line from proposed building (25')
> and feet to sidewalk from proposed building on east side (21').
>
> As we discussed, we'd like to have this reviewed at the regular
> meeting time of the planning and zoning committee next Wed., December
> 17th . Please let us know what else is needed as soon as possible so
> that we can continue our progress.
>
> All other documents are attached from previous e-mail as well.
>
> Thanks!
>
> Brenda
>
> Brenda Golwitzer
>

> Integrated Sales Inc.
>
> P.O. Box 254
>
> 527 Main Street
>
> Van Meter, IA 50261
>
> 515-554-4331 (direct/mobile)*
>
> 515-528-7463 (inside sales office)
>
> 515-864-0095 (fax)
>
> bgolwitzer@int-sales.com <<mailto:bgolwitzer@int-sales.com>>
>
> www.int-sales.com <<http://www.int-sales.com/>>

> *From:* Brenda Golwitzer
> *Sent:* Tuesday, December 09, 2014 3:24 PM
> *To:* 'Jake Anderson'
> *Cc:* Jarret Golwitzer
> *Subject:* Integrated Sales office expansion - Golwitzer

> Jake,

>
> About a month ago, I forwarded plans to you for our office. I know
> Brian Anderson also brought in plans to discuss with you. You
> mentioned you were going to send them to Veenstra & Kimm for plan
> review. I'm attaching the plans again here.

>
> FYI - Based upon our calculations, from the outside of the wall on the
> north side of the building to the alley will be 25 feet; the outside
> edge of the garage to the east will be 21 feet to the sidewalk.

>
> We are going through the process of getting bids in (Brian Anderson is
> one of the contractors we're looking at) and would like to start the
> process in the next week or so since the weather has been holding
> on. I'm attaching the "Call Before you Dig/Van Meter City Ordinance"
> document (of which we already had them come out and mark it off as we
> had to remove the stump from the tree that fell); "City of Van Meter –
> Building Application & Permit" document; and the "Application for Tax
> Abatement Under the Urban Revitalization Plan for Van Meter, Iowa"
> document. Please review these and let me know what else is required
> for us to move forward – when does the City Planning & Zoning meet?

> Please let me know as soon as possible.

> Thanks!

> Brenda

> Brenda Golwitzer

> Integrated Sales Inc.

> P.O. Box 254

>
> 527 Main Street
>
> Van Meter, IA 50261
>
> 515-554-4331 (direct/mobile)*
>
> 515-528-7463 (inside sales office)
>
> 515-864-0095 (fax)
>
> bgolwitzer@int-sales.com <<mailto:bgolwitzer@int-sales.com>>
>
> www.int-sales.com <<http://www.int-sales.com/>>
>

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2015.0.5577 / Virus Database: 4253/8740 - Release Date: 12/15/14

DESIGN CODES & LOADS:

THE STRUCTURAL DESIGN OF THIS PROJECT SHALL BE IN ACCORDANCE WITH THE "2009 INTERNATIONAL BUILDING CODE" (2009 IBC), MINIMUM DESIGN LOADS FOR BUILDINGS AND OTHER STRUCTURES (ASCE/SEI 7.05), AND APPLICABLE REFERENCED STANDARDS. ALL LOADS REQUIRED FOR DESIGN BY OTHERS AND NOT LISTED BELOW SHALL BE IN ACCORDANCE WITH THESE REQUIREMENTS.

OCCUPANCY CATEGORY: "I"

ROOF LIVE LOADS:

Table with 2 columns: Load Type and Value. Includes Ground Snow (Pg = 30 psf), Exposure Factor (Ce = 1.0), Importance Factor (I = 1.0), Thermal Factor (Ct = 1.0), Flat Roof Snow Load (Pfl = 25 psf), and Drifting & Unbalanced Loads (ASCE/SEI 7-05).

WIND LOADS:

Table with 2 columns: Parameter and Value. Includes Basic Wind Speed (3 Sec Gust) (90 MPH), Importance Factor (I = 1.0), Exposure Category (B), and Internal Pressure Coefficient (± 0.18).

Table with 3 columns: Location, Interior Zones, and End Zones. Includes Component & Cladding Pressures for Roofs and Walls.

Table with 2 columns: Parameter and Value. Includes Site Class (D), Design Category (A), and Importance Factor (I = 1.0).

GENERAL NOTES:

ELEVATIONS NOTED THUS +112'-8 1/2" ARE TOP OF SLABS, BEAMS OR OTHER STRUCTURAL FEATURES WITH REFERENCE TO THE FINISHED FIRST LEVEL FLOOR SLAB = (0'-0").

FIELD VERIFY ALL EXISTING CONDITIONS, DIMENSIONS, AND ELEVATIONS PRIOR TO FABRICATION AND/OR CONSTRUCTION OF ANY ITEMS. REPORT ANY DISCREPANCIES TO ARCHITECT AND ENGINEER.

STRUCTURAL DRAWINGS SHALL BE COORDINATED WITH SITE, ARCHITECTURAL, MECHANICAL, AND ELECTRICAL DRAWINGS AND BETWEEN DRAWINGS AND SPECIFICATIONS. REPORT ANY DISCREPANCIES AND/OR INTERFERENCE PROBLEMS TO ARCHITECT AND ENGINEER.

VERIFY SIZE AND LOCATION OF ALL OPENINGS OR INSERTS AS REQUIRED BY MECHANICAL, ELECTRICAL OR PLUMBING CONTRACTORS. ANY OPENINGS OR INSERTS SHOWN ON STRUCTURAL DRAWINGS ARE FOR GENERAL INFORMATION ONLY AND SHALL BE VERIFIED PRIOR TO FRAMING.

NO BEAMS, JOISTS, COLUMNS OR SLABS SHALL BE FIELD CUT OR MODIFIED WITHOUT THE STRUCTURAL ENGINEER'S WRITTEN APPROVAL.

SHOP DRAWINGS, MIX DESIGNS, PRODUCT DATA, AND CALCULATIONS SCHEDULED BELOW SHALL BE SUBMITTED FOR APPROVAL OF ALL STRUCTURAL COMPONENTS PRIOR TO FABRICATION AND/OR CONSTRUCTION. SEE SPECIFICATIONS FOR SUBMITTAL REQUIREMENTS.

- 1. CONCRETE & REINFORCEMENT
A. CONCRETE MIX DESIGN
B. REINFORCING STEEL DRAWINGS
C. SLAB-ON-GRADE JOINT LAYOUT
2. WOOD TRUSSES
A. STRUCTURAL CALCULATIONS
B. TRUSS LAYOUT AND PROFILES

ANY ENGINEERING DESIGN PROVIDED BY OTHERS AND SUBMITTED FOR REVIEW OR RECORD SHALL BEAR THE STAMP AND SIGNATURE OF A PROFESSIONAL ENGINEER LICENSED IN THE STATE WHERE THE PROJECT IS LOCATED.

CONTRACTOR IS RESPONSIBLE TO CHECK SHOP DRAWINGS, ETC. PRIOR TO SUBMITTAL TO ARCHITECT OR ENGINEER. SHOP DRAWINGS NOT CHECKED WILL BE RETURNED. CONTRACTOR SHALL VERIFY DIMENSIONS, QUANTITIES, AND COORDINATE WITH ALL OTHER TRADES.

SPECIAL INSPECTIONS & TESTING SCHEDULE:

A SPECIAL INSPECTION AND TESTING PROGRAM SHALL BE PERFORMED IN ACCORDANCE WITH CHAPTER 17 OF THE 2009 IBC AND THE PROJECT MANUAL.

A SPECIAL INSPECTION AND TESTING PROGRAM REVIEW MEETING IS REQUIRED PRIOR TO CONSTRUCTION. THE STRUCTURAL ENGINEER, SPECIAL INSPECTOR, CITY INSPECTOR, GENERAL CONTRACTOR, AND ALL SUBCONTRACTORS PERFORMING STRUCTURAL WORK SHALL BE IN ATTENDANCE.

THE FOLLOWING ITEMS SHALL BE INCLUDED IN THE SPECIAL INSPECTION AND TESTING PROGRAM:

- 1. SPECIAL GRADING, EXCAVATION AND FILLING
A. SUBGRADE PREPARATION
B. VERIFY COMPACTION OF FILL MATERIAL
C. VERIFY DESIGN BEARING CAPACITY
D. EXPANSIVE SOIL CHARACTERISTICS
2. STEEL REINFORCEMENT
A. PLACEMENT INSPECTION
B. WELDED REINFORCEMENT
3. CONCRETE
A. AIR TESTS
B. SLUMP TESTS
C. CONCRETE TEMPERATURE
D. COMPRESSION TESTS
E. POST INSTALLED ANCHORS

AS PRESCRIBED IN SECTION 1104.2.2 OF THE 2009 IBC, SPECIAL INSPECTIONS ARE NOT REQUIRED FOR STRUCTURAL STEEL FABRICATION PROVIDED THAT THE WORK IS DONE ON THE PREMISES OF A FABRICATOR THAT IS ASQC CERTIFIED.

CONSTRUCTION PROCEDURES & SAFETY REQUIREMENTS:

COMPLY WITH ALL APPLICABLE CITY, COUNTY, STATE, AND FEDERAL LAWS, INCLUDING THE OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA) AND REGULATIONS ADOPTED PURSUANT THERETO.

THE STRUCTURAL CONTRACT DOCUMENTS REPRESENT THE FINISHED STRUCTURE. THEY DO NOT INDICATE THE MEANS AND METHODS OF CONSTRUCTION, UNLESS NOTED OR INDICATED OTHERWISE.

ENGAGE PROPERLY QUALIFIED PERSONS TO DETERMINE WHERE AND HOW TEMPORARY PRECAUTIONARY MEASURES SHALL BE USED.

PROVIDE ALL MEASURES NECESSARY TO PROTECT THE WORKERS AND ALL OTHER PERSONS DURING CONSTRUCTION. PROVIDE ALL NECESSARY MEASURES TO AVOID EXCESSIVE STRESSES AND TO HOLD THE STRUCTURAL ELEMENTS IN PLACE DURING CONSTRUCTION. SUCH MEASURES SHALL INCLUDE, BUT NOT BE LIMITED TO, BRACING, SHORING FOR CONSTRUCTION EQUIPMENT, SHORING FOR EARTH BANKS, FORMS, SCAFFOLDING, PLANKING, SAFETY NETS, SUPPORT AND BRACING FOR CRANES AND HOISTS, CUTTING, ETC.

SUPERVISE AND DIRECT THE WORK SO AS TO MAINTAIN SOLE RESPONSIBILITY FOR ALL CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES, AND PROCEDURES.

OBSERVATION VISITS TO THE SITE BY STRUCTURAL ENGINEER'S FIELD REPRESENTATIVES SHALL NOT INCLUDE ABOVE NOTED ITEMS.

FOUNDATIONS:

FOUNDATION DESIGN IS BASED ON ASSUMED NET ALLOWABLE BEARING PRESSURES LISTED AS FOLLOWS PER SECTION 1804 OF THE 2009 IBC:
1,500 psf AT CONTINUOUS FOOTINGS
1,500 psf AT ISOLATED FOOTINGS.

FOOTING ELEVATIONS AND ALLOWABLE BEARING CAPACITIES ARE ESTIMATED PER THE 2006 IBC. BEARING CAPACITIES AND EXPANSIVE SOIL PROPERTIES SHALL BE FIELD VERIFIED BY THE GEOTECHNICAL ENGINEER AS PART OF THE SPECIAL INSPECTION PROGRAM. NOTIFY THE STRUCTURAL ENGINEER IF INADEQUATE CONDITIONS ARE ENCOUNTERED.

ALL FOOTINGS SHALL BE EXTENDED TO FROST DEPTH AND BEAR 3'-4" BELOW ACTUAL GRADE DURING WINTER CONSTRUCTION SITUATIONS. CONSULT STRUCTURAL ENGINEER FOR REINFORCEMENT REVISIONS.

ALL FOOTINGS SHALL BE CENTERED UNDER WALLS OR COLUMNS UNLESS NOTED OTHERWISE.

WALLS BACKFILLED ON ONE SIDE ONLY SHALL BE BRACED, UNTIL BACKFILL AND TOP AND BOTTOM SLABS ARE IN PLACE.

INSTALL ANCHOR RODS AND DOWELS FROM TOP OF FOUNDATIONS ACCURATELY. SET WITH TEMPLATES AND PROTECT FROM DAMAGE OR MOVEMENT. INSERTING RODS OR DOWELS INTO PARTIALLY SET CONCRETE IS PROHIBITED. CONTRACTOR MAY USE POST-INSTALLED ANCHOR RODS WITH APPROVED CONSTRUCTION ADHESIVE IN LIEU OF CASTING IN PLACE AT NO ADDITIONAL COST. SUBMITTAL OF ANCHORS AND ADHESIVES IS REQUIRED PRIOR TO INSTALLATION AND SPECIAL INSPECTION IS TO BE PROVIDED BY THE CONTRACTOR.

PROVIDE SLEEVES FOR ALL PIPES, UTILITY LINES, AND OTHER PENETRATIONS THROUGH TRENCH FOOTINGS AND/ OR FOUNDATION WALLS. CORE DRILLING IS NOT PERMITTED.

REFER TO ARCHITECTURAL DRAWINGS FOR BRICK LEDGES IN CONCRETE FOUNDATION WALLS.

CONNECT NEW FOOTINGS OR FOUNDATION WALLS WHICH INTERSECT EXISTING FOOTINGS OR FOUNDATION WALLS WITH #5 X 2'-6" DOWELS DRILLED & EPOXIED 6" INTO EXISTING FOUNDATIONS. NUMBER AND SPACING OF DOWELS SHALL MATCH REINFORCEMENT IN NEW FOOTINGS OR FOUNDATION WALLS.

SLOPE DRAIN TILE UNIFORMLY 1/8" PER FOOT MINIMUM. (SEE CIVIL DRAWINGS FOR CONNECTIONS AND PIPING TO DRAINAGE STRUCTURES.) (SEE MECHANICAL DRAWINGS FOR CONNECTIONS AND PIPING TO SUMPS.) PROVIDE CLEAN OUTS AT LOCATIONS INDICATED "C.O."

SLABS-ON-GRADE:

SLABS-ON-GRADE SHALL BE 4 INCHES THICK, UNLESS NOTED OTHERWISE. REINFORCE WITH #4-#2, #4x2, 9" W.H.F. PLACED 2" BELOW TOP OF SLAB. WELDED WIRE FABRIC SHALL BE LAPPED TWO FULL PANELS AND TIED SECURELY.

SLABS-ON-GRADE SHALL BE PLACED ON 8 MIL VAPOR BARRIER OVER GRANULAR DRAINAGE FILL. DRAINAGE FILL SHALL BE A MINIMUM OF 4 INCHES THICK. TEST SUBGRADE SOILS FOR EXPANSIVE SOIL CHARACTERISTICS AS PART OF THE SPECIAL INSPECTION PROGRAM WHEN GEOTECHNICAL ENGINEERING REPORT IS NOT AVAILABLE. NOTIFY STRUCTURAL ENGINEER IF INADEQUATE CONDITIONS ARE ENCOUNTERED AND FOLLOW RECOMMENDATIONS OF GEOTECHNICAL ENGINEER.

THICKEN SLABS-ON-GRADE UNDER NON-BEARING MASONRY WALLS AND REINFORCE PER PLANS AND DETAILS.

SLABS-ON-GRADE SHALL BE SEPARATED FROM ALL WALLS, COLUMNS, AND OTHER VERTICAL SURFACES WITH EXPANSION JOINTS.

PROVIDE CONTROL JOINTS IN SLABS-ON-GRADE AS SHOWN ON THE DRAWINGS. JOINTS SHALL BE 1/8" WIDE BY 1/4 OF THE SLAB THICKNESS. CUTTING OPERATIONS SHALL BE AS SOON AS POSSIBLE AFTER PLACING CONCRETE WITHOUT RAVELING EDGES.

CONTRACTOR SHALL SUBMIT PROPOSED JOINT LAYOUT FOR APPROVAL WHEN JOINTS ARE NOT SHOWN ON DRAWINGS. MAXIMUM SPACING OF JOINTS SHALL BE 30 TIMES THE SLAB THICKNESS IN ANY DIRECTION. JOINT LAYOUT SHALL FORM A REGULAR GRID PATTERN WITH JOINTS INTERSECTING AT 90 DEGREES.

CONSTRUCTION JOINTS IN SLABS-ON-GRADE SHALL BE AT CONTROL JOINT LOCATIONS AS IDENTIFIED ABOVE WHEN ENTIRE FLOOR SLAB IS NOT PLACED IN ONE SEQUENCE. SEE DETAILS FOR PLATE DOWEL REQUIREMENTS.

REFER TO ARCHITECTURAL DRAWINGS FOR LOCATIONS OF DEPRESSIONS IN SLABS-ON-GRADE.

CONCRETE AND REINFORCEMENT:

CONCRETE WORK SHALL BE IN ACCORDANCE WITH SPECIFICATIONS FOR STRUCTURAL CONCRETE FOR BUILDINGS (ACI 301) AND BUILDING CODE REQUIREMENTS FOR STRUCTURAL CONCRETE (ACI 318) UNLESS NOTED OTHERWISE.

PROVIDE CONCRETE WITH MINIMUM 28 DAY COMPRESSIVE STRENGTH (f'c) AS SHOWN BELOW:

Table with 2 columns: Component and Compressive Strength. Includes Footings (3,500 psi), Foundation Walls (4,000 psi), and All Other Concrete (4,000 psi).

PROVIDE CONCRETE WITH MAXIMUM WATER/CEMENT RATIO AS SHOWN BELOW:

Table with 2 columns: Component and Water/Cement Ratio. Includes 3,500 psi (0.50), 4,000 psi (0.45), and 5,000 psi (0.40).

CONTRACTOR SHALL SUBMIT CONCRETE MIX DESIGNS FOR EACH CLASS OF CONCRETE TO ENGINEER FOR WRITTEN APPROVAL MINIMUM OF 14 DAYS PRIOR TO PLACING CONCRETE.

CONCRETE SHALL CONSIST OF THE FOLLOWING: PORTLAND CEMENT: ASTM C150, TYPE I/II; NORMAL WEIGHT AGGREGATES: ASTM C33; PORTABLE WATER: ASTM C94.

REPLACEMENT OF PORTLAND CEMENT WITH FLY ASH SHALL NOT EXCEED 15% OF ALL CEMENTITIOUS MATERIALS. MAXIMUM AGGREGATE SIZE SHALL BE 1".

ALL CONCRETE EXPOSED TO EARTH OR WEATHER SHALL HAVE AN AIR CONTENT AT POINT OF PLACEMENT OF 4% TO 6%.

WATER REDUCING ADMIXTURES (PLASTICIZERS AND SUPER PLASTICIZERS) MAY BE USED WHEN INCLUDED IN THE APPROVED CONCRETE MIX DESIGN.

NO MATERIAL CONTAINING CALCIUM CHLORIDE, SALT OR ANTIFREEZE AGENTS IS PERMITTED FOR USE IN CONCRETE. SLUMP SHALL BE 3" TO 5" MAXIMUM FOR CONCRETE MIXES WITHOUT WATER REDUCING ADMIXTURES AND 4" TO 8" MAXIMUM WHEN WATER REDUCING ADMIXTURES ARE INCLUDED IN THE MIX DESIGN. REFER TO SPECIFICATIONS.

HOT WEATHER CONCRETE OPERATIONS SHALL BE IN ACCORDANCE WITH ACI 305.

COLD WEATHER CONCRETE OPERATIONS SHALL BE IN ACCORDANCE WITH ACI 306.

REINFORCING SHALL BE DETAILED AND PLACED IN ACCORDANCE WITH DETAILS AND DETAILING OF CONCRETE REINFORCEMENT (ACI 318), UNLESS DETAILED OR NOTED OTHERWISE.

REINFORCING SHALL CONFORM TO THE FOLLOWING:

Table with 2 columns: Material and Specification. Includes Deformed Bars (ASTM A615, GRADE 60), Welded Deformed Bars (ASTM A706, GRADE 60), and Welded Wire Fabric (ASTM A185).

REINFORCING STEEL SHALL BE SECURELY WIRED IN PLACE AND SUPPORTED PRIOR TO PLACING CONCRETE.

LAP ALL REINFORCING SPLICES THE GREATER OF 48 BAR DIAMETERS OR 2'-0" IN FOOTINGS & FOUNDATIONS AND SLABS-ON-GRADE UNLESS NOTED OTHERWISE. REINFORCING SPLICES AT ALL OTHER LOCATIONS SHALL HAVE CLASS B TENSION SPLICES.

PROVIDE CORNER BARS AT ALL INTERSECTIONS IN WALLS AND FOOTINGS. LAP 2'-0" WITH HORIZONTAL BARS IN EACH DIRECTION. MATCH SIZE AND SPACING OF HORIZONTAL BARS.

PROVIDE (2) #5 EACH SIDE OF FRAMED OPENINGS IN WALLS. EXTEND 2'-0" BEYOND OPENING EDGES. PROVIDE #5 DIAGONAL BARS X 48" IN CORNERS.

PROVIDE KEY WEYS IN CONCRETE WALLS AT CONSTRUCTION JOINTS. KEY WEYS SHALL BE 1 1/2" WIDE X 1/2" DEEP UNLESS NOTED OTHERWISE. EXTEND REINFORCING THROUGH JOINTS.

SPLICES IN VERTICAL REINFORCING ARE NOT PERMITTED, UNLESS NOTED OTHERWISE.

CONCRETE COLUMNS IN WALLS SHALL BE BUILT SIMULTANEOUSLY WITH THE WALLS.

SLEEVES IN CONCRETE BEAMS ARE NOT PERMITTED EXCEPT WHERE NOTED OR DETAILED ON DRAWINGS. OBTAIN WRITTEN APPROVAL OF THE STRUCTURAL ENGINEER FOR SLEEVES AT OTHER LOCATIONS.

CONSTRUCTION JOINTS IN CONCRETE BEAMS ARE NOT ALLOWED EXCEPT AT LOCATIONS OF MINIMUM SHEAR APPROVED BY THE STRUCTURAL ENGINEER.

PROVIDE MINIMUM CONCRETE COVER OVER REINFORCING AS FOLLOWS: CAST AGAINST AND PERMANENTLY EXPOSED TO EARTH = 3" EXPOSED TO EARTH OR WEATHER = 2" NOT EXPOSED TO EARTH OR WEATHER OR IN CONTACT WITH THE GROUND = 2"

PROVIDE 3/4" CHAMFER ON ALL EXPOSED EDGES OF CONCRETE.

WOOD FRAMING:

ALL WOOD CONSTRUCTION TO BE DONE ACCORDING TO IBC 2006 CHAPTER 23 AND (NDS 2005) NATIONAL DESIGN SPECIFICATION FOR WOOD CONSTRUCTION.

WALL STUD FRAMING: PROVIDE LUMBER AND MATERIALS MEETING OR EXCEEDING THE FOLLOWING STANDARDS OF QUALITY AND MINIMUM BASE DESIGN VALUES: VISUALLY GRADED DOUGLAS FIR-LARCH OR SPRUCE-PINE-FIR NO. 2 OR BETTER. 975 psi EXTREME FIBER STRESS IN BENDING (SINGLE); Fb 1,150 psi COMPRESSION PARALLEL TO GRAIN; Fc 1,400,000 psi MODULUS OF ELASTICITY; E

SAWN LUMBER HEADERS, BEAMS, AND JOISTS: PROVIDE LUMBER AND MATERIALS MEETING OR EXCEEDING THE FOLLOWING STANDARDS OF QUALITY AND MINIMUM BASE DESIGN VALUES: VISUALLY GRADED DOUGLAS FIR-LARCH NO. 2 OR BETTER. 900 psi EXTREME FIBER STRESS IN BENDING; Fb 1,350 psi COMPRESSION PARALLEL TO GRAIN; Fc 1,600,000 psi MODULUS OF ELASTICITY; E ALL HEADERS, BEAMS, AND JOISTS SHALL BE FREE FROM SPLITS, CHECKS AND SHAKES.

PRESERVATIVE PRESSURE TREATED FRAMING LUMBER: PROVIDE LUMBER AND MATERIALS MEETING OR EXCEEDING THE FOLLOWING STANDARDS OF QUALITY AND MINIMUM BASE DESIGN VALUES: VISUALLY GRADED SOUTHERN PINE NO. 2 OR BETTER. 975 psi EXTREME FIBER STRESS IN BENDING (SINGLE); Fb 1,450 psi COMPRESSION PARALLEL TO GRAIN; Fc 1,600,000 psi MODULUS OF ELASTICITY; E ALL PRESERVATIVE PRESSURE TREATED LUMBER SHALL CONFORM TO AWPA STANDARDS.

LAMINATED VENEER LUMBER (LVL) HEADERS AND BEAMS: PROVIDE LUMBER AND MATERIALS MEETING OR EXCEEDING THE FOLLOWING STANDARDS OF QUALITY AND MINIMUM BASE DESIGN VALUES: 2,600 psi FLEXURAL STRESS; Fb 2,510 psi COMPRESSION PARALLEL TO GRAIN; Fc 1,900,000 psi MODULUS OF ELASTICITY; E 118,750 psi SHEAR MODULUS OF ELASTICITY; G

ALL FASTENERS TO BE GALVANIZED IN AREAS DIRECTLY EXPOSED TO EXTERIOR ELEMENTS OR PRESERVATIVE PRESSURE TREATED MATERIAL.

ALL NAILED AND GLUED MEMBERS TO BE IN CLEAN AND DRY CONDITION PRIOR TO GLUING. ADHESIVE SHALL COMPLY WITH ANSI/AITC A190.1-1983.

PLYWOOD AND BUILT UP BEAMS TO BE IN COMPLIANCE WITH IBC STD. #25-18.

ALL WOOD FRAMING MEMBERS TO HAVE A MOISTURE CONTENT NOT TO EXCEED 19%.

ALL ROOF AND WALL SHEATHING TO BE 5/8" APA RATED UNLESS NOTED OTHERWISE.

SHEATHING ON WALLS TO HAVE STAGGERED VERTICAL JOINTS.

ALL MANUFACTURED FLOOR JOISTS SHALL BE INSTALLED ACCORDING TO MANUFACTURER'S SPECIFICATIONS AND RECOMMENDATIONS.

PROVIDE SOLID WOOD BLOCKING IN FLOOR SYSTEM WHERE CONCENTRATED LOADS OCCUR SO AS TO TRANSFER LOAD TO FRAMED WALL, BEAM, HEADER, OR FOUNDATION WALL BELOW.

NAILS AND STAPLES SHALL CONFORM TO REQUIREMENTS OF ASTM F 1667.

CONNECTIONS AND FASTENERS: NUMBER AND SIZE SHALL NOT BE LESS THAN THAT SET FORTH IN IBC 2006 TABLE 2304.9.1

ALL LAG SCREW CONNECTIONS TO BE PRE-DRILLED.

ALL GIRDERS, BEAMS, AND HEADERS TO BE SUPPORTED BY A MIN. OF 3 STUDS (2 CRIPPLE, 1 KING)

ALL MULTI-PLY MEMBERS ARE TO BE CONNECTED TOGETHER ACCORDING TO MANUFACTURER'S SPECIFICATIONS TO ACT AS ONE SOLID MEMBER.

PREFABRICATED WOOD TRUSSES:

ALL TRUSS DESIGN TO BE DONE ACCORDING TO IBC 2009 CHAPTER 23.

SHOP DRAWINGS AND CALCULATIONS ARE TO BE SUBMITTED. DRAWINGS MUST BE CERTIFIED BY AN IOWA REGISTERED PROFESSIONAL ENGINEER.

ROOF TRUSSES TO BE DESIGNED FOR ADDITIONAL SNOW LOADING PER IBC 2009 AND ASCE-7 SECTION 7, INCLUDING DRIFT LOADS, BALANCED, AND UNBALANCED LOADING.

TRUSS LAYOUT IS SCHEMATIC ONLY. TRUSS MANUFACTURER SHALL BE RESPONSIBLE FOR THE DESIGN (INCLUDING SPACING) OF ALL TRUSSES AND SHALL SUBMIT SHOP DRAWING (SEALED BY A REGISTERED ENGINEER) FOR APPROVAL BY BUILDER. ROOF SHEATHING: APA RATED SHEATHING EXP. 1, 24/0 SPAN RATING.

FLOOR SHEATHING: 3/4" T&G APA RATED FLOOR SHEATHING, 24" O.C. SPAN RATING (GLUE AND NAIL TO FLOOR FRAMING MEMBERS.)

ALL CONNECTOR PLATES SHALL BE IN COMPLIANCE WITH THE TRUSS PLATE INSTITUTE SPECIFICATION TP1-91.

DO NOT SUSPEND MECHANICAL OR ELECTRICAL ITEMS FROM LOWER CHORD OF TRUSS.

WIND CLIPS TO BE SIMPSON "H-2.5" TYPE HURRICANE CLIPS, UNLESS REQ'D OTHERWISE BY PROJECT ENGINEER OR MANUFACTURER.

PROVIDE WOOD TRUSSES ABLE TO SUSTAIN THE STATED LOADS FOR THE SPANS, PROFILES AND ARRANGEMENT SHOWN ON DRAWINGS.

FLOOR TRUSS TO BE PRESENT UNDER INTERIOR PARTITION WALLS.

SERVICEABILITY: TRUSS DEFLECTIONS SHALL NOT EXCEED THE LIMITATIONS OF IBC 2009 SECTION 1604.3.1, UNLESS NOTED OTHERWISE ON DRAWINGS.

Table with 4 columns: MARK, WIDTH, DEPTH, REINFORCING. Includes CF8 (0'-8" x 3'-6" @ #4 TOP & BOT. #4 VERTICAL @ 24" O.C.) and CF16A (1'-4" x 1'-0" @ #5 CONT. & #6 @ 24" O.C. TRANSVERSE).

Table with 3 columns: MARK, SIZE, REINFORCING. Includes H1 (3 @ 2 x 8) and H2 (3 @ 1 3/4 x 11 7/8 LVL).

HEADER NOTES:

- 1. THE WALLS SHOWN FOR FRAMING LAYOUTS ARE FOR THE STORY BELOW. HEADERS ARE FOR WALL FRAMING BELOW THE FLOOR SHOWN.
2. ALL WALL CORNERS AND ENDS OF HEADERS MUST BE SUPPORTED BY A MINIMUM OF THREE STUDS. (2 CRIPPLE STUDS AND 1 KING STUD)
3. ALL MULTI-PLY HEADERS TO BE FASTENED TOGETHER PER MANUFACTURER'S REQUIREMENTS TO ENACT ALL PLYS EQUALLY.

Signature block containing a certification statement, signature line for James E. Tometich, name, date (11/21), and registration expiration date (31-DECEMBER-2014).

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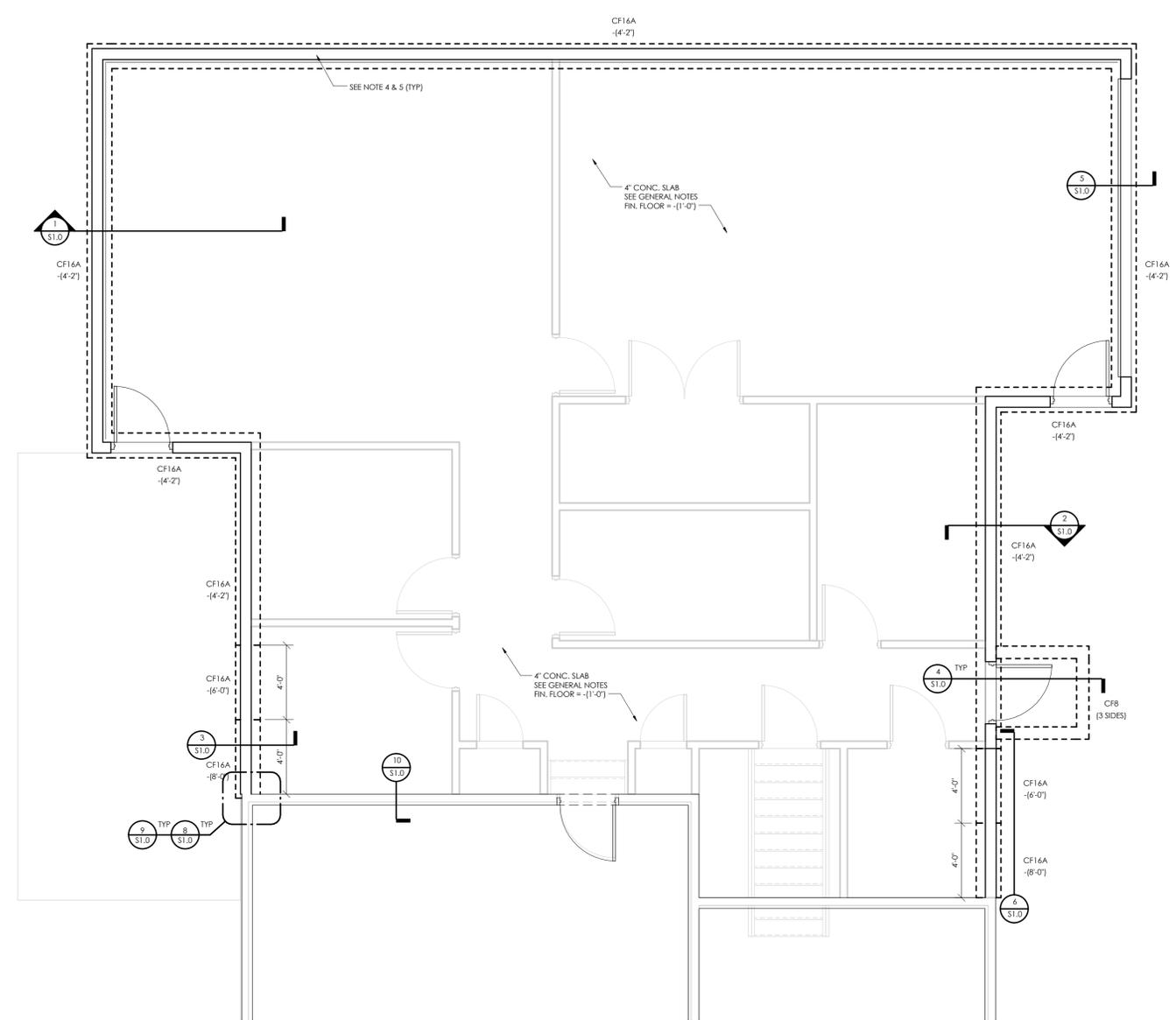
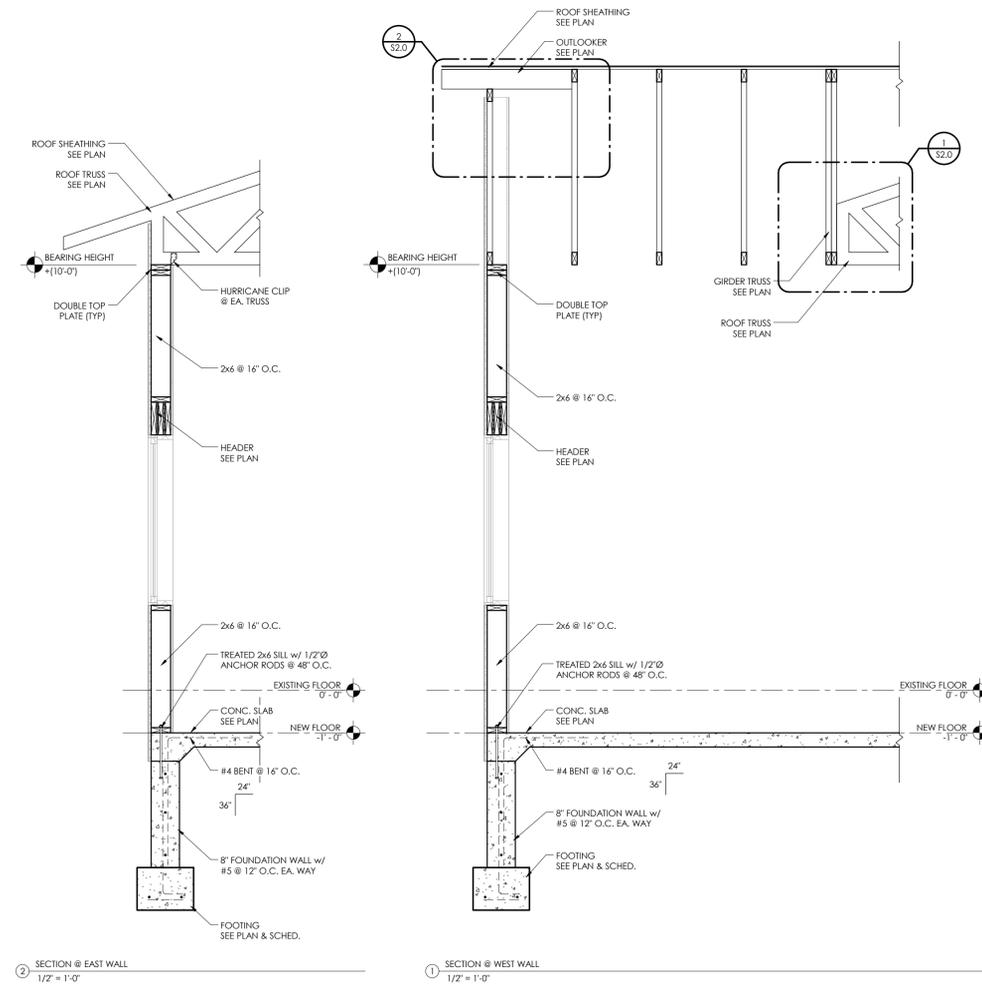
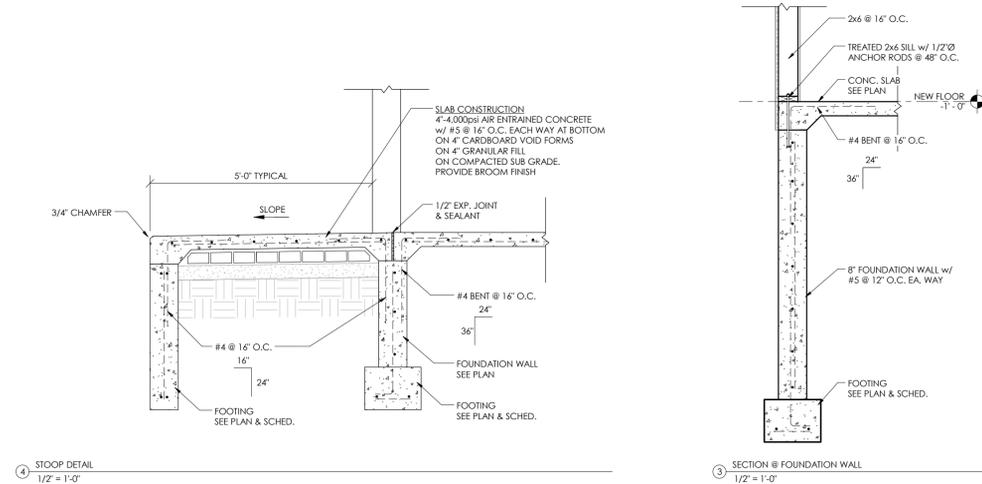
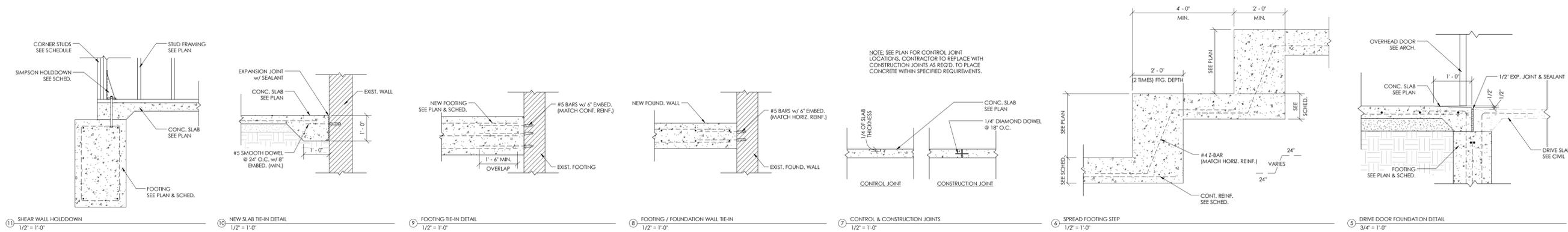
Table with 3 columns: Rev. #, Issue/Revision, Date. Includes FOR CONSTRUCTION and 10/23/2014.

Job No. U14-479 Proj. Mgr. CJS

Sheet Title GENERAL NOTES

Sheet No. S0.1

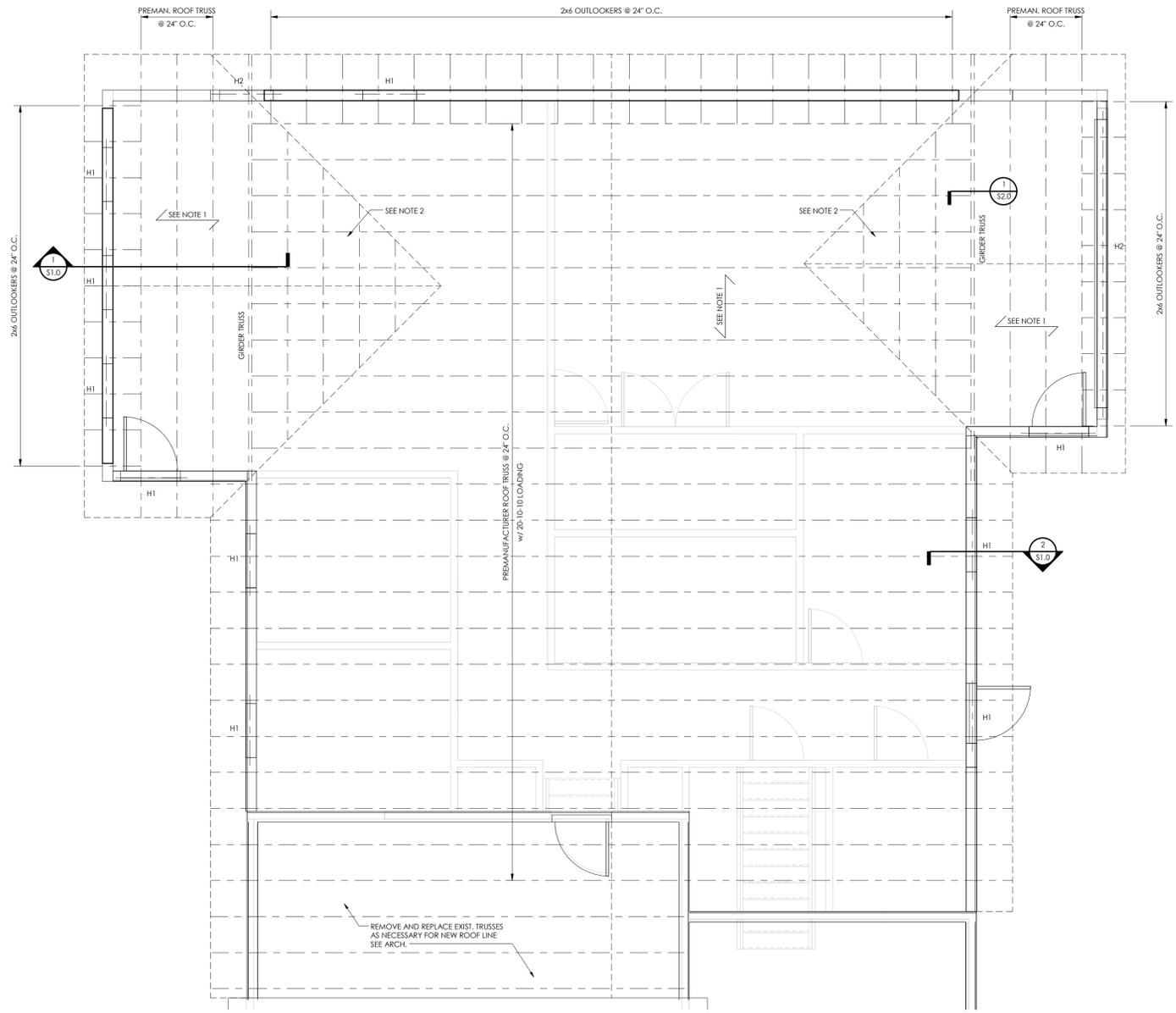
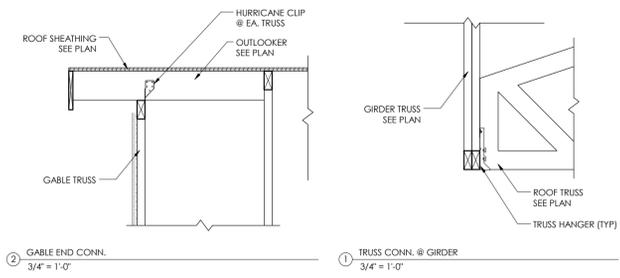
FOR CONSTRUCTION



- PLAN NOTES:
- ALL ELEVATIONS BASED OFF OF EXISTING FINISH FLOOR.
 - TOP OF FOUNDATION WALL TO BE -10'-8".
 - ALL FOUNDATION WALLS TO BE 8" CONC. w/ #5 @ 12" O.C. EA. WAY U.N.O.
 - ALL EXTERIOR WALLS TO BE 2x6 @ 16" O.C. U.N.O.
 - ALL EXTERIOR WALLS TO HAVE 1/2" APA RATED SHEATHING WITH 10d NAILS @ 6" O.C. AT PANEL EDGES & 12" O.C. AT PANEL FIELD.

FOR CONSTRUCTION

2/20/14 11:14:47:3 Simonson-Van Meter Office Addition/Current/14_479_014.rvt



PLAN NOTES:
1. 5/8" PLYWOOD SHEATHING NAILED TO ROOF FRAMING w/ 10d COMMON NAILS 6" O.C. AT PANEL EDGES AND 12" O.C. AT INTERMEDIATE SUPPORTS.

ROOF FRAMING PLAN
SCALE: 1/4" = 1'-0"

FOR CONSTRUCTION

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Integrated Sales Inc. Office Expansion
527 Main St., Van Meter, IA

Rev. #	Issue / Revision	Date
1	FOR CONSTRUCTION	10/23/2014
Job No.	Proj. Mgr.	
U14-479	CJS	
Sheet Title		
ROOF FRAMING PLAN		

Sheet No. **S2.0**

Plans For INTEGRATED SALES INC. OFFICE EXPANSION

527 MAIN ST., VAN METER, IA

CODE SUMMARY

The following is not intended to be an all inclusive list, but rather a general summary. Failure to identify a requirement does not give any contractor the right to violate, in whole or part, any codes, ordinances or governing authority requirements, etc.

Code Referenced: 2009 INTERNATIONAL BUILDING CODE (IBC)

The provisions of this code shall apply to the construction, alteration, movement, enlargement, replacement, repair, equipment, use & occupancy, location, maintenance, removal & demolition of every building or structure or any appurtenances connected or attached to such buildings or structure.

Existing Structures (Section 102.6):

The legal occupancy of any structure existing on the date of adoption of this code shall be permitted to continue without change.

Use & Occupancy Classification (Chapter 3):

B BUSINESS (Section 304)

Allowable Height & Building Areas (Chapter 5): Most Restrictive Occupancy - B

Allowable Height (Table 503 & Section 504): 40' Height

Actual Height: 1 STORY & <40'

Allowable Area (Table 503 & Section 506):

9,000 sf (Table 503)

Frontage Increase (not tabulated)

+ No sprinkler increase

=9,000 sf TOTAL

Actual Square Footage: 3,170 SQUARE FEET approximately

Type of Construction (Chapter 6): TYPE VB (Wood; Non-Rated)

No Fire-Resistance Rating Requirements for Building Elements such as Structural Frame, Int./Ext. Walls, Floor or Roof. However, building materials must be non-combustible.

Roof Fire Classification (Table 1505.1): CLASS C

Fire-Resistant Rating Requirements for Exterior Walls Based On Fire Separation Distance (Table 502):

>10' No Fire-Resistance Rating Requirements

Automatic Sprinkler Systems (Section 903): NO AUTOMATIC SPRINKLER REQUIRED

Portable Fire Extinguishers (Section 906 refers to IFC 906): EXTINGUISHERS REQUIRED

Class A Fire Hazards (Business) - Max. travel distance <75' (Table 906.3(1)).

Minimum Required Egress Width (Section 1005.1):

REQUIRED: Egress Components - 32 Occ. x 2' = 6.4'(32" Clear Min.); PROVIDED: 138"

Minimum Number of Exits (Section 1015&1021, Table 1015.1,1021.1&.2):

1 REQUIRED; 4 PROVIDED

Number of Accessible Means of Egress (Section 1007.1): 1 REQUIRED

ACCESSIBILITY (Chapter 11):

Buildings and facilities shall be designed and constructed to be accessible in accordance with this code and ICC/ANCI A117.1.

IMPORTANT DESIGN BID/BUILD NOTE:

The Contractor acknowledges by submission of their bid that they have a thorough understanding of the project and of the Owner/Landlord's & Tenant's expectations for a completed project. The Contractor also acknowledges that the Contractor has thoroughly reviewed these documents and has requested of the Owner, Tenant, Architect, Engineers or others any and all clarifications, and has received clear answers to said clarifications, required to resolve outstanding issues related to the completeness and accuracy of the design documents for estimating and construction purposes. The Contractor further acknowledges that the Contractor's bid includes all components of construction, including but not limited to: General Requirements, Concrete, Masonry, Metals, Wood, Plastics, Thermal, Moisture, Openings, Finishes, Fire Suppression, Plumbing, HVAC, Electrical, Communications, Safety, Security, Earthwork, Site, Utilities; for a completed project based upon industry standards for all disciplines and governing authorities requirements. Any and all components not included in this bid are identified on the bid submission as "not included in this contract." The design documents do not represent the means and methods of construction. The Contractor also acknowledges sequencing and means and methods of construction shall be the sole responsibility of the Contractor, and any and all costs associated with the means and methods of construction are included in the base bid.

IMPORTANT DESIGN DOCUMENT NOTE:

Simonson & Associates Architects LLC and their consultants has completed these design documents to the level of detail requested by our client. The level of detail may range from schematic design document(s) mainly conveying programmatic information to fully detailed engineered documents and specifications. However, the clients intent and expectations are that these documents be used as the basis for design for an all-inclusive completed project based upon industry standards for all disciplines and governing authorities requirements.

CLIENT

Integrated Sales Inc.
527 Main St.
Van Meter, IA 50261
(515) 528-7463
(515) 864-0095 Fax
contract: Jarrett Golwitzer
email: jgolwitzer@int-sales.com

ARCHITECT

Simonson & Associates Architects L.L.C.
1717 Ingersoll Avenue, Suite 117
Des Moines, IA 50309
(515) 440-5626
(515) 440-0964 Fax
contact: Todd Wiskus
e-mail: twiskus@simonsonassoc.com

I hereby certify that the portion of this technical submission described below was prepared by me or under my direct supervision and responsible charge. I am a duly-registered architect under the laws of the State of Iowa.	
Michael W. Simonson	
Signature	Date Issued
Sheets covered by this seal: CS, AD1.1, A1.1, A1.2, A1.3, A2.1, A3.1, A4.1	
June 30, 2015	
Registration Expires	

STRUCTURAL ENGINEER

Tometch Engineering
10501 Buena Vista Court
Urbandale, IA 50322
(515) 280-8022
contact: Carl Stump
e-mail: cjs@tometchengineering.com

JURISDICTION

City of Van Meter
505 Grant St.
Van Meter, IA 50261
(515) 996-2644

GENERAL NOTES

- These documents and the design they represent are the property of Simonson & Associates Architects LLC. No changes to these documents either in whole or in part may be made in anyway without their prior knowledge and written consent.
- Refer to additional notes and legends on all other documents.
- Refer to civil, GEOTECHNICAL, environmental, structural, mechanical, electrical, plumbing, fire and life-safety documents for additional information or requirements. Reference to other disciplines is conceptual for purposes of coordination with architectural design only.
- Before commencement of any work, contractor shall give all notices and obtain all permits. Contractor shall comply with all applicable codes, laws, ordinances, rules, regulations, requirements of governing agencies and authorities, hazardous material application and disposal requirements, etc.
- The ADA or ADAAG is a civil rights act and is subject to legal interpretation through the judicial process. Reasonable care was exercised in interpreting the guidelines and all guidelines may not be indicated on these plans; however, failure to identify a guideline does not give this contractor the right to violate them. The contractor must comply with all guidelines as required by the ADAAG.
- These drawings represent the completed project, at time of substantial completion. The intent of the drawings is to include all items necessary for the proper execution and completion of the work. Unless otherwise noted, they do not represent the means and methods of construction. Sequencing and means and methods of construction shall be the sole responsibility of the general contractor.
- These drawings do not contain information with regard to construction safety procedures. The contractor is solely responsible for all construction safety and shall perform all work in accordance with governing authorities construction safety guidelines.
- Provide complete in place all labor, transportation, material, taxes, fees, permits, licenses, insurance, utilities, inspections, equipment, machinery, supervision, and other items necessary to complete the work in strict compliance with the plans, documents and specifications prepared by the architect and approved by the owner.
- Verify existing conditions prior to fabrication and prior to proceeding with the work, and notify the architect immediately of significant discrepancies which may impact aesthetics, durability, cost and/or schedules.
- Do not scale drawings in order to determine intended layout or dimensions. If dimensions are in question the contractor shall be responsible for obtaining clarification before continuing with work. Drawings are intended only as a graphically correct representation of work to be accomplished.
- Remove and replace materials damaged during the course of construction to the satisfaction of the owner. Repair existing public facilities damaged during the course of construction to the satisfaction of the governing authority.
- All work shall be of good quality and all materials and equipment shall be new and free from defects for a period of one year from the date of substantial completion of work. Any extended warranties obtained from suppliers or subcontractors shall be forwarded to the owner.
- All requirements not followed, including substitutions not properly approved and authorized, in writing, may be considered defective.
- Comply with all weather-related construction requirements. Do not build with or on frozen, saturated, contaminated, or inappropriate substrates or conditions.
- Provide positive drainage of surface water away from and off all buildings without ponding or water adjacent to or on buildings or pavements.
- By submitting shop drawings, product data and samples, the general contractor and sub-contractor has verified and approved the information contained within. The general contractor's review and approval shall be shown on each submittal prior to the submission to the architect.

ARCHITECTURAL

- | | |
|--------|---------------------------------|
| CS | COVERSHEET |
| AD 1.1 | DEMOLITION PLAN |
| A 1.1 | FLOOR PLAN |
| A 1.2 | REFLECTED CEILING PLAN |
| A 1.3 | ROOF PLAN |
| A 2.1 | EXTERIOR ELEVATIONS |
| A 3.1 | BUILDING SECTIONS |
| A 4.1 | BATHROOM PLANS & ADA CLEARANCES |

DRAWINGS BY OTHERS

STRUCTURAL

- | | |
|------|---------------------------|
| S0.1 | GENERAL NOTES |
| S1.0 | FOOTING & FOUNDATION PLAN |
| S2.0 | ROOF FRAMING PLAN |

GEOTECHNICAL

(Not Available)

FIRE DETECTION & ALARM

(Refer to Fire Detection & Alarm System 'Design/Build' documents by sub-contractor under separate cover.)

MECHANICAL (PLUMBING) & ELECTRICAL

(Refer to Mechanical, Plumbing & Electrical 'Design/Build' documents by sub-contractor under separate cover.)



NOTE:
AS-BUILT CONDITIONS MUST BE FIELD VERIFIED PRIOR TO FINAL LAYOUT AND CONSTRUCTION OF INTERIOR TENANT IMPROVEMENTS. ALL DRAWINGS ARE SUBJECT TO JURISDICTION APPROVAL.

LEGEND:

- - DOOR INDICATOR
- - ROOM INDICATOR
- △ - REVISION INDICATOR
- ◇ - WALL TYPE IDENTIFIER
- - WINDOW INDICATOR

simonson
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INTEGRATED SALES INC. OFFICE EXPANSION
527 Main St., Van Meter, IA

Date
10-30-14

Issued for Review
ISSUED FOR OWNER APPROVAL

Job No. Proj. Mgr.

14113 TKW

Sheet Title

COVERSHEET

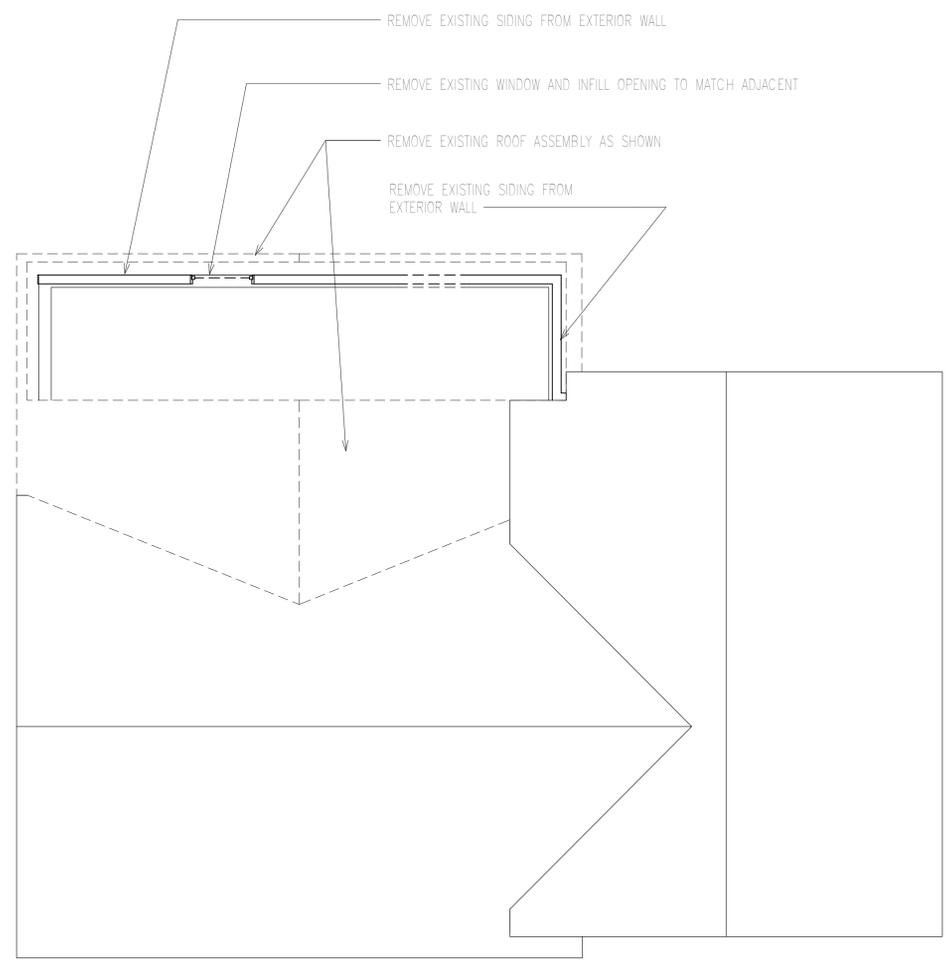
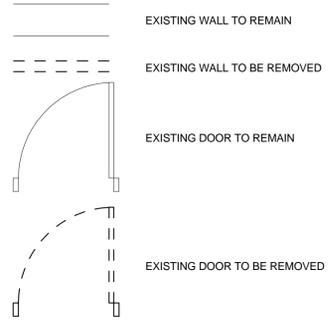
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CS

GENERAL DEMOLITION NOTES

1. REFER TO ADDITIONAL NOTES AND REQUIREMENTS ON ALL OTHER DOCUMENTS AND OTHER DISCIPLINES DOCUMENTS.
2. VERIFY EXISTING CONDITIONS BEFORE FABRICATION OR PRIOR TO PROCEEDING WITH THE WORK, AND NOTIFY THE ARCHITECT AND OWNER IMMEDIATELY OF SIGNIFICANT DISCREPANCIES.
3. REVIEW ALL INVESTIGATIONS AND ASSESSMENTS BEFORE PROCEEDING WITH THE WORK. INVESTIGATIONS AND ASSESSMENTS MAY INCLUDE BUT ARE NOT LIMITED TO: SURVEYS, TRAFFIC, ACCESSIBILITY, ENVIRONMENTAL, HAZARDOUS, CHEMICAL, MATERIAL, STRUCTURAL, THERMAL, MOISTURE, GEOPHYSICAL, GEOTECHNICAL, WEATHER, ETC.
4. ALL EQUIPMENT AND DEMOLITION DEBRIS SHALL BE REMOVED IN AN ACCEPTABLE MANNER SO AS TO NOT DAMAGE THE SURROUNDINGS. SUPPORT AND PROTECT REMAINING AREAS THAT SURROUNDS DEMOLITION AREAS. MAINTAIN FLASHING, REINFORCEMENT, LINTELS, AND ADJOINING CONSTRUCTION IN AN UNDAMAGED CONDITION. BARRIERS & WARNING DEVICES TO PROTECT PUBLIC SHALL BE USED.
5. ALL EQUIPMENT AND DEMOLITION DEBRIS, MATERIALS, RUBBISH AND TRASH SHALL BE REMOVED AND DISPOSED OF IN ACCORDANCE WITH GOVERNING AUTHORITIES APPLICABLE LAWS, REGULATIONS AND ORDINANCES IN A PERMITTED LANDFILL OR RECYCLE FACILITY. BURNING DEMOLISHED MATERIALS IS NOT ALLOWED.
6. REPAIR AND PATCH AREAS AFFECTED BY DEMO OR DETERIORATION TO A WEATHER TIGHT CONDITION & TO MATCH EXISTING ADJACENT FINISHED CONDITIONS. LARGER AREAS WITH SIMILAR ADJACENT MATERIALS. SMALLER HOLES & JOINTS WITH COLOR MATCHED SEALANT. AREAS NOT SPECIFIED FOR DEMOLITION THAT IS TEMPORARILY REMOVED, DAMAGED, EXPOSED, OR IN ANY WAY DISTURBED OR ALTERED SHALL BE REPAIRED, PATCHED, OR REPLACED AT NO ADDITIONAL COST.
7. AREAS NEXT TO DEMOLITION WORK MAY BE OCCUPIED AND THEIR ACTIVITIES CANNOT BE INTERRUPTED OR DISTURBED DURING NORMAL WORKING HOURS.
8. CONTROL AMOUNT AND PREVENT SPREAD OF DUST RESULTING FROM DEMOLITION OR CONSTRUCTION. ALL SURFACES SHALL BE SWEEPED CLEAN AND ALL AREAS NOT IN DEMOLITION AREA SHALL BE FREE OF DEBRIS AND CLEANED DAILY.
9. UTILITIES TO BE DEMOLISHED SHALL BE SEPARATED AND ISOLATED FROM UTILITIES NEEDED FOR THE ONGOING OPERATION OF THE REMAINING STRUCTURE AND SYSTEMS. COORDINATE WITH APPLICABLE UTILITY COMPANIES ANY LINE REMOVAL, CAPPING, TEMPORARY SHUTDOWNS OR RECONNECTING ANY NEEDED UTILITIES TO THE REMAINING STRUCTURE.
10. ALL DEMOLITION SHALL BE PERFORMED USING THE IOWA STATEWIDE URBAN DESIGN AND SPECIFICATIONS (SUDAS) REQUIREMENTS UNLESS OTHERWISE SPECIFIED.

WALL & DOOR LEGEND



① **DEMOLITION PLAN**
1/4" = 1'-0"

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Rev. #	Date	Issued for Review
Job No.	Proj. Mgr.	
14113	TKW	
Sheet Title		
DEMOLITION PLAN		
Sheet No.		

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GENERAL FLOOR PLAN NOTES

1. REFER TO ADDITIONAL NOTES AND REQUIREMENTS ON ALL OTHER DOCUMENTS AND OTHER DISCIPLINES DOCUMENTS.
2. DIMENSIONS ARE TO FACE OF FINISH MATERIAL OR CENTER OF STRUCTURE UNLESS OTHERWISE SPECIFIED.
3. ALL SITE INFO, FIXTURES AND EQUIPMENT SHOWN ON THIS SHEET IS PROVIDED FOR COORDINATION PURPOSES ONLY. THE LAYOUT IS CONSIDERED CONCEPTUAL. REFER TO CIVIL, MECHANICAL, ELECTRICAL, PLUMBING, FIRE SPRINKLER, LIFE-SAFETY, ETC. DOCUMENTS FOR SPECIFIC DESIGN INFORMATION.
4. ALL CONDUITS, PIPES, WIRING, ROUGH-IN, ETC. SHOULD BE HELD AS TIGHT AS POSSIBLE TO THE ROOF DECK OR SHOULD BE KEPT WITHIN INTERIOR WALL CAVITIES. NOTHING SHALL BE EXPOSED IN FINISHED SPACES. NOTHING SHALL PREVENT A SMOOTH CONTINUOUS FINISHED WALL OR CEILING AS NOTED ON THE DRAWINGS AND NO PLUMBING RAN IN EXTERIOR WALLS UNLESS PRIOR APPROVAL IS GRANTED BY THE ARCHITECT OR OWNER. PLACEMENT COORDINATION BETWEEN TRADES IS REQUIRED.
5. INSTALL VERTICAL EXPANSION JOINT MINIMAL AT THE HEAD OF DOOR JAMBS/OPENINGS OR AS OTHERWISE NOTED OR WHERE REQUIRED PER STANDARD MATERIAL PRACTICE TO REDUCE STRESS CRACKING. NO CONTROL JOINT/EXPANSION JOINT AT MAIN STRUCTURAL BEARING, KEEP AWAY 2'-6" MIN.
6. CAULK & SEAL ALL CONTROL-EXPANSION, SAWCUT JOINTS AT ALL INTERIOR & EXTERIOR MASONRY & CONCRETE.
7. PROVIDE LOWER LEVEL AND/OR UNDERFLOOR DRAINAGE SYSTEM TO REDUCE HYDROSTATIC UPLIFT AND PROTECT AGAINST MOISTURE SEEPAGE. PROVIDE FOUNDATION WALL DRAINAGE SYSTEM TO REDUCE LATERAL PRESSURES AND PROTECT AGAINST MOISTURE SEEPAGE. BOTH SYSTEMS SHALL OUTLET TO APPROPRIATE RELIEF.
8. PROVIDE POSITIVE DRAINAGE OF SURFACE WATER AWAY FROM BUILDING WITHOUT PONDING OF WATER ADJACENT TO BUILDING OR ON PAVEMENTS.
9. VERIFY NEW FLOOR SLAB ELEVATION WITH EXISTING GRADES PRIOR TO CONSTRUCTION.

WALL TYPE NOTES

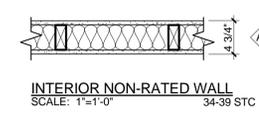
1. REFER TO ADDITIONAL NOTES AND REQUIREMENTS ON ALL OTHER DOCUMENTS AND OTHER DISCIPLINES DOCUMENTS.
2. ALL GYPSUM BOARD SURFACES TO BE SANDED SMOOTH, PRIMED AND FINISH PAINTED WITH HIGH QUALITY LATEX PAINT. PROVIDE INTEGRAL METAL REINFORCED G.W.B CORNERS, TYP. PROVIDE MOISTURE RESISTANT DRYWALL AT ALL WET WALL LOCATIONS AND ENTIRE RESTROOM, TYP.
3. PROVIDE ADEQUATE WOOD BLOCKING FOR MILLWORK, FIXTURES, EQUIPMENT, PLUMBING FIXTURES AND ACCESSORIES, ELECTRIC PANELS, FUTURE OR BY OWNER ITEMS, ETC.
4. ALL PENETRATIONS THRU RATED WALLS MUST BE PROTECTED BY APPROVED FIRE RATED ASSEMBLIES AND FIRE STOPPING MATERIALS.
5. ALL NEW OR PATCHED WALLS, CEILING & FLOORING TO ALIGN FLUSH WITH ADJACENT EXISTING.
6. REPAIR & REPLACE ANY & ALL DAMAGED OR ROTTING SHEATHING & FRAMING TO RESTORE SECURE, LEVEL & FLUSH SURFACES.

GENERAL DOOR & FRAME NOTES

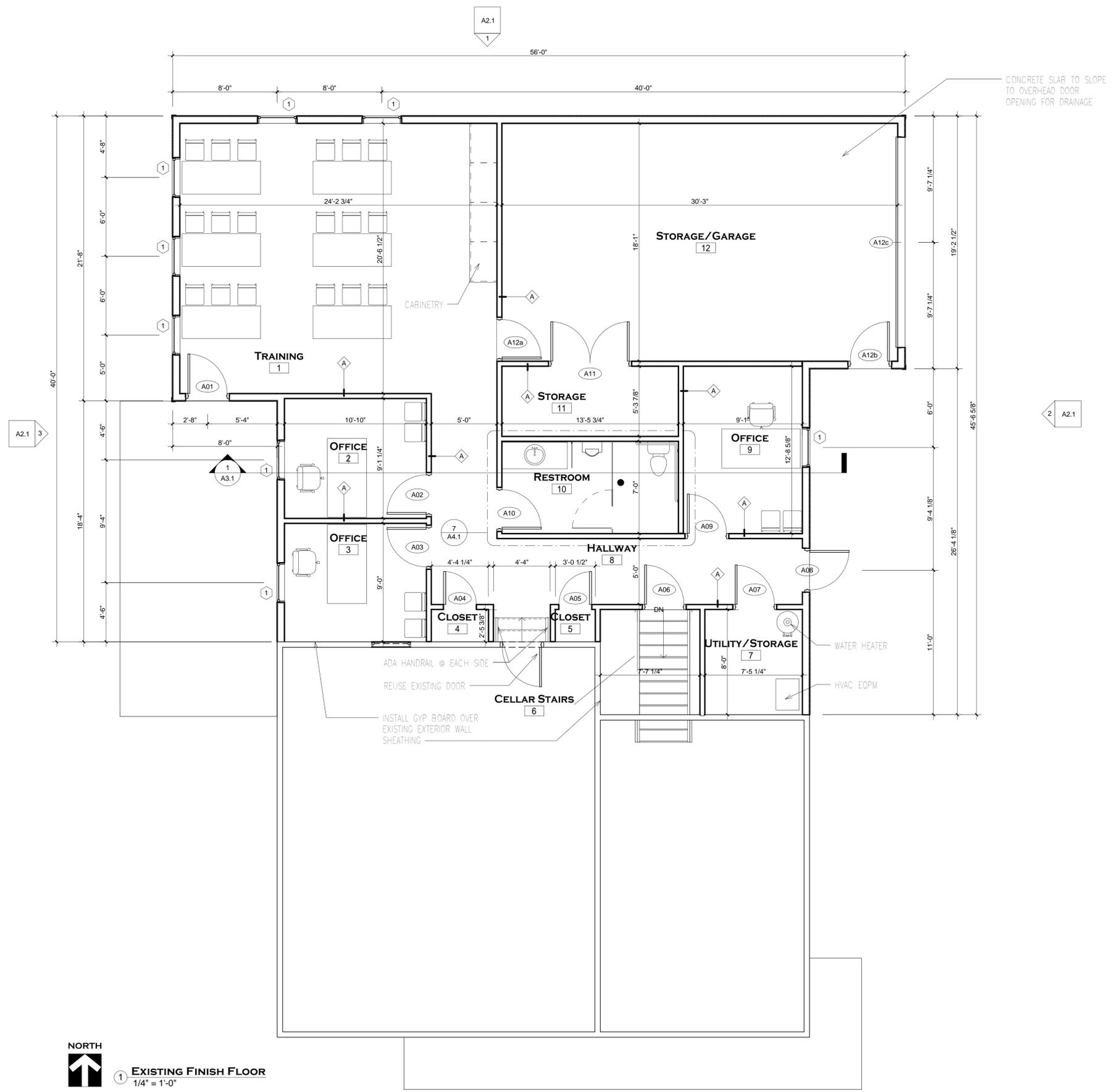
1. REFER TO ADDITIONAL NOTES AND REQUIREMENTS ON ALL OTHER DOCUMENTS AND OTHER DISCIPLINES DOCUMENTS.
2. CONTRACTOR TO COORDINATE KEYING WITH OWNER.
3. ALL HARDWARE TO BE HEAVY DUTY COMMERCIAL GRADE. FINISH TO MATCH EXISTING.
4. ALL EXTERIOR DOORS: (UNLESS OTHERWISE NOTED)
 - SHALL BE FULLY INSULATED, HEAVY-DUTY CONSTRUCTION.
 - FRAMES SHALL BE HEAVY-DUTY HOLLOW METAL CONSTRUCTION.
 - SHALL BE WEATHER-TIGHT, I.E. THRESHOLD, WEATHERSTIPPING, SWEEP.
 - SHALL HAVE LEVER STYLE ADA DOOR HANDLES AND/OR PULLS.
 - SHALL HAVE LOCKING DEVICES.
 - SHALL HAVE HEAVY DUTY SECURITY HINGES, WITH NON-REMOVABLE PINS.
 - SHALL HAVE CORRESPONDING DOORSTOPS (WALL- OR FLOOR-MOUNTED).
5. ALL INTERIOR DOORS: (UNLESS OTHERWISE NOTED)
 - SHALL HAVE LEVER STYLE ADA DOOR HANDLES AND/OR PULLS.
 - SHALL HAVE HEAVY DUTY HINGES.
 - SHALL HAVE SILENCERS, WHERE INSULATED SHALL HAVE THRESHOLD, WEATHERSTIPPING, SWEEP.
 - SHALL HAVE CORRESPONDING DOORSTOPS (WALL- OR FLOOR-MOUNTED).
6. ALL OVERHEAD DOORS: (UNLESS OTHERWISE NOTED)
 - SHALL BE HEAVY-DUTY INSULATED WEATHERTIGHT COMMERCIAL SECTIONAL TYPE CONSTRUCTION.
 - SHALL HAVE POWER OPENERS & SEALS.
 - POWER OPENERS SHALL BE OPERATED BY A PUSH-BUTTON @ INTERIOR, KEYPAD ACCESS @ EXTERIOR AND 2 REMOTES PER OPENER.
7. ALL GLASS: (UNLESS OTHERWISE NOTED)
 - IN INTERIOR DOORS AND FRAMES TO BE 1/4" CLEAR.
 - IN EXTERIOR DOORS AND FRAMES TO BE INSULATED & MATCH IN APPEARANCE.
 - SHALL BE TEMPERED, LAMINATED AND/OR RATED WHERE REQUIRED BY AUTHORITIES.

DOOR & FRAME NOTES

1. DOORS LABELED THE FOLLOWING TO BE WEATHERTIGHT EXTERIOR 3'-0" x 7'-0" (PAIRS WHERE SHOWN) INSULATED CORE HOLLOW METAL DOOR WITH A WELDED HOLLOW METAL FRAME. ADA HARDWARE, LOCKABLE EXIT ENTRY HARDWARE W/ CLOSER, HEAVY DUTY SECURITY HINGES W/ NON-REMOVABLE PINS, THRESHOLD, SWEEP, WEATHERSTIPPING AND KICKPLATE:
 - A01, A08, A12b
2. DOORS LABELED THE FOLLOWING TO BE INTERIOR 3'-0" x 7'-0" (PAIRS WHERE SHOWN) SOLID CORE WOOD DOOR WITH A HOLLOW METAL FRAME. ADA HARDWARE, PASSAGE SET, HEAVY DUTY HINGES, SILENCERS, DOOR STOP:
 - A02, A03, A06, A07, A09, A11, A12a
 - A10 - ADD CLOSER, KICKPLATE
 - A12a - ADD CLOSER W/ HOLD OPEN, KICKPLATE
3. DOORS LABELED THE FOLLOWING TO BE EXTERIOR 16'-0" x 9'-0" HEAVY-DUTY INSULATED WEATHERTIGHT SECTIONAL TYPE PRE-FINISHED METAL OVERHEAD DOOR, WEATHERSTIPPING, TRACK, AND ASSOCIATED HARDWARE. SHALL HAVE POWER OPENERS OPERATED BY A PUSH-BUTTON @ INTERIOR, KEYPAD ACCESS @ EXTERIOR AND 2 REMOTES.
 - A12a

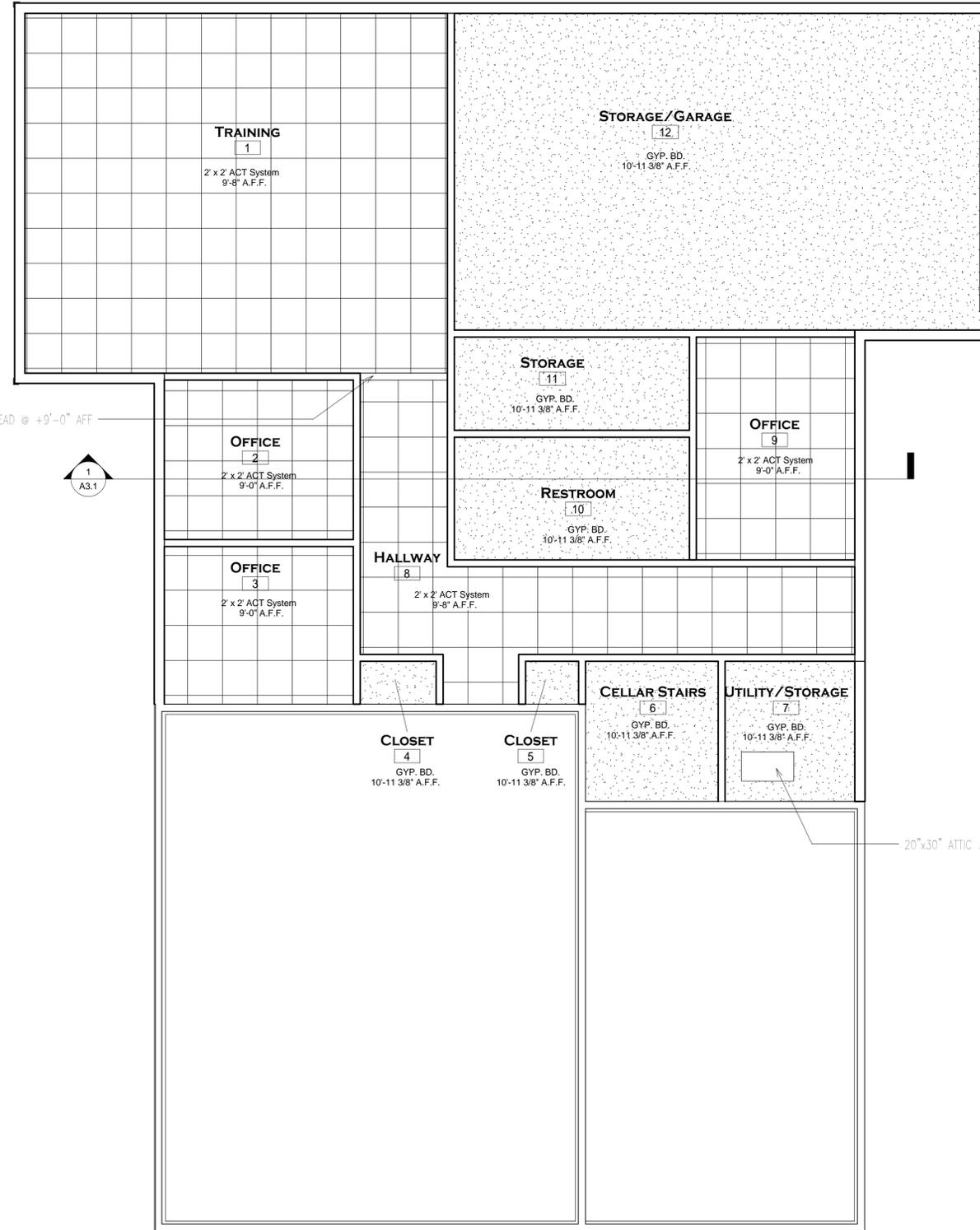


WALL TYPE LEGEND
 1" = 1'-0"



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Sheet No.	A1.1

A2.1
1



A2.1 3

BULKHEAD @ +9'-0" AFF

1
A3.1

2
A2.1

NORTH

 1 REFLECTIVE CEILING PLAN
 1/4" = 1'-0"

GENERAL REFLECTIVE CEILING NOTS

1. REFER TO ADDITIONAL NOTES AND REQUIREMENTS ON ALL OTHER DOCUMENTS AND OTHER DISCIPLINES DOCUMENTS.
2. MECHANICAL, PLUMBING, ELECTRICAL, LIGHTING, EMERGENCY LIGHTING, EXIT LIGHTING, COMMUNICATIONS, SAFETY & SECURITY INFO SHOWN HERE IS FOR REFERENCE ONLY. SEE OTHER CONSULTANT & CONTRACTOR DRAWINGS.
3. COORDINATE LOCATION OF ALL LIGHTS SWITCHES AND THERMOSTATS W/OWNER PRIOR TO CONSTRUCTION.
4. PROVIDE HOLD DOWN CLIPS FOR ALL ACOUSTICAL CEILING TILES IN VESTIBULES, TYP.

CEILING LEGEND

-  GYP. BD.
1/2" TYPE X GYPSUM WALL-
VAPOR BARRIER OVER
WOOD TRUSSES
-  2x2 ACOUSTICAL
CEILING TILE

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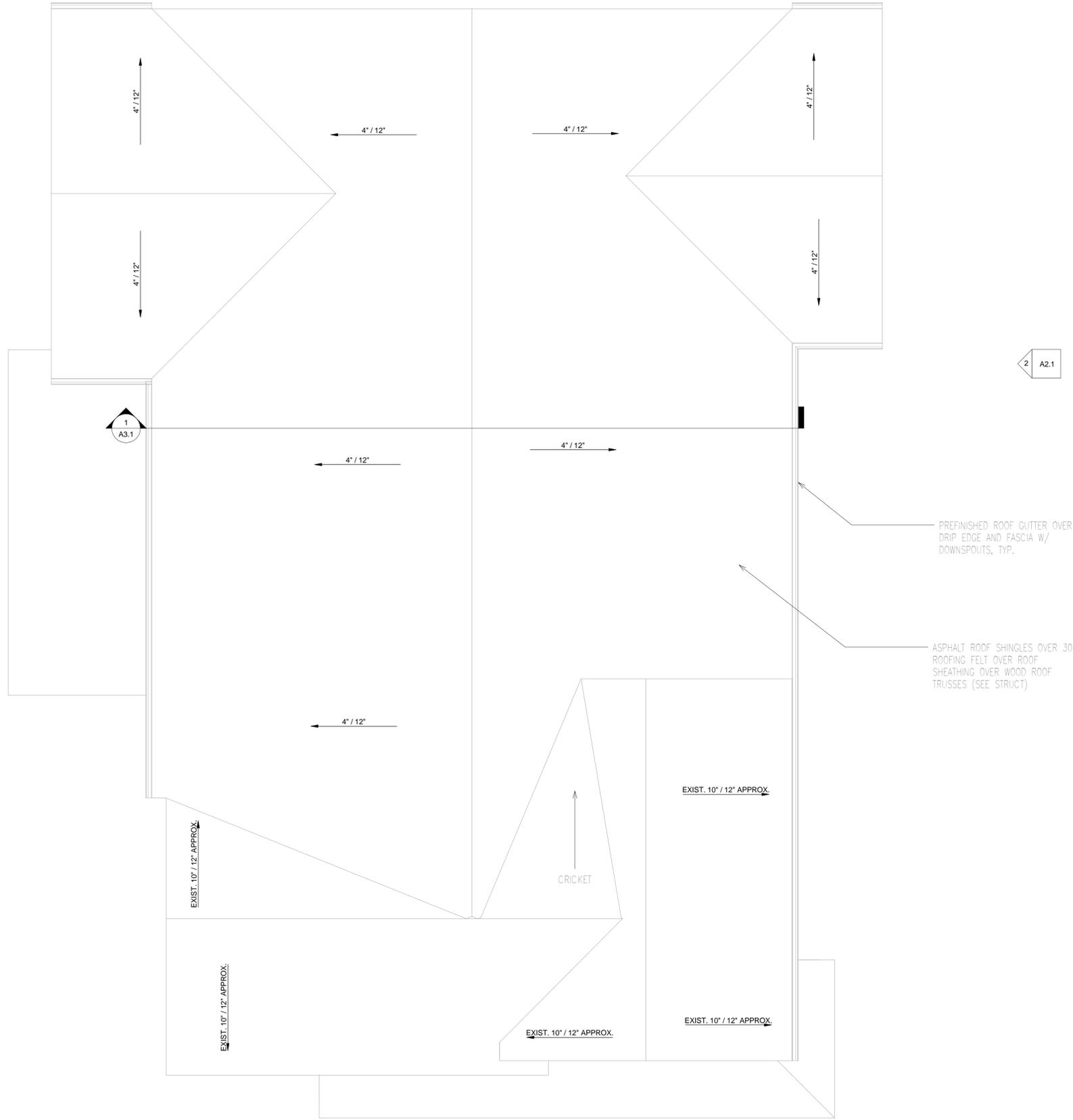
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 Sheet Title REFLECTED CEILING PLAN
 Sheet No.

A1.2

A2.1
1

A2.1
3



2
A2.1

PREFINISHED ROOF GUTTER OVER
DRIP EDGE AND FASCIA W/
DOWNSPOUTS, TYP.

ASPHALT ROOF SHINGLES OVER 30#
ROOFING FELT OVER ROOF
SHEATHING OVER WOOD ROOF
TRUSSES (SEE STRUCT)

EXIST. 10' / 12' APPROX.

CRICKET

EXIST. 10' / 12' APPROX.

EXIST. 10' / 12' APPROX.

EXIST. 10' / 12' APPROX.

NORTH
↑
1
ROOF PLAN
1/4" = 1'-0"

GENERAL NOTES

1. REFER TO ADDITIONAL NOTES AND REQUIREMENTS ON ALL OTHER DOCUMENTS AND OTHER DISCIPLINES DOCUMENTS.
2. FAILURE TO IDENTIFY A REQUIREMENT DOES NOT GIVE ANYONE THE RIGHT TO VIOLATE ANY CODES, GOVERNING AUTHORITY, MINIMUM QUALITY OR QUANTITY, INDUSTRY STANDARDS, MANUFACTURER RECOMMENDATIONS, ETC.
3. ALL MECHANICAL, ELECTRICAL AND PLUMBING EQUIPMENT SHOWN ON THIS SHEET IS CONSIDERED CONCEPTUAL AND PROVIDED FOR COORDINATION PURPOSES ONLY. REFER TO MECHANICAL AND ELECTRICAL DOCUMENTS FOR SPECIFIC DESIGN INFORMATION. REFER TO STRUCTURAL DRAWINGS FOR ROOF OPENING STRUCTURAL FRAMING.
4. ALL ROOF PENETRATIONS FOR MINOR ROOF VENTS AND SIMILAR ITEMS MAY NOT BE INDICATED ON THE ROOF PLAN; HOWEVER, ALL ROOF FLASHING WORK SHALL BE PROVIDED BY THE ROOFING SUBCONTRACTOR SO AS TO OBTAIN FULL ROOFING WARRANTIES. REFER TO ALL OTHER CONSTRUCTION DOCUMENTS FOR ADDITIONAL ROOF PENETRATIONS REQUIRING ROOF FLASHING WORK.
5. IT SHOULD BE THE RESPONSIBILITY OF THE ROOF SUB-CONTRACTOR TO PROVIDE ALL NECESSARY DETAILS AND SYSTEMS TO ACCOMMODATE EXPANSION/CONTRACTION OF THE BUILDING AND BUILDING COMPONENTS FOR A LONG-LASTING ROOF.
6. CONTRACTOR SHALL KEEP ROOF CLEAN OF ALL DEBRIS DURING ALL CONSTRUCTION WORK.
7. ROOF DRAINAGE:
 - 7.1. DESIGN OF ROOF DRAINAGE SYSTEMS SHALL COMPLY WITH THE INT'L PLUMBING CODE. FINAL DETAILED DESIGN OF ROOF DRAINAGE SYSTEMS TO BE BY PLUMBING CONSULTANT OR DESIGN-BUILD PLUMBING SUBCONTRACTOR.
 - 7.2. OVERSIZED GUTTERS AND/OR DOWNSPOUTS SHOULD BE PROVIDED TO ELIMINATE ANY OVERFLOW OR BACKUP.
 - 7.5. A CRICKET OR SADDLE SHALL BE INSTALLED ON THE RIDGE SIDE OF ANY PENETRATION GREATER THAN 30" WIDE AS MEASURED PERPENDICULAR TO THE SLOPE. (IBC: 2006 SEC. 1507.2.9.4; 2009, 2012 SEC. 1503.6)
 - 7.6. ALL ROOF SLOPES, INCLUDING FLATTENED ROOF AREAS TO OBTAIN POSITIVE DRAINAGE, TO BE INTEGRATED INTO UNDERLYING ROOF SUPPORT DESIGN. PROVIDE TAPERED RIGID INSULATION TO MAINTAIN MINIMUM 1/4" PER FOOT SLOPE AT ALL FLATTENED ROOF AREAS TO ENSURE POSITIVE DRAINAGE ALL THE WAY TO ROOF DRAIN FROM ALL PENETRATIONS AND CHANGES IN ROOF SLOPES.
 - 7.7. PROVIDE CONCRETE SPLASH BLOCKS AT ALL DOWNSPOUT LOCATIONS.
8. ROOF VENTILATION INTAKE & EXHAUST VENTS SHALL BE PROVIDED IN EACH & ALL ENCLOSED ATTICS &/OR RAFTER SPACES TO CREATE CROSS VENTILATION IN ACCORDANCE WITH CODES & THE MANUFACTURERS INSTALLATION INSTRUCTIONS. (IBC 2009, 2012 SEC. 1203.2, 1503.5)
9. INSULATE AND SEAL TO ENSURE ADEQUATE AIR INFILTRATION BARRIER AROUND ALL EXTERIOR PENETRATIONS TO PREVENT WATER PIPE FREEZING.
10. ROOF ACCESS & GUARDS:
 - 10.1. WHERE EQUIPMENT REQUIRING ACCESS ARE INSTALLED ON ROOFS AT A HEIGHT EXCEEDING 16', PERMANENT ACCESS (LADDER) IS REQUIRED. (IMC 2009 SEC. 306.5)
 - 10.2. SEE DETAIL &/OR ACCESS NOTES FOR ADDITIONAL REQUIREMENTS.
11. ACCESS TO UNOCCUPIED SPACES:
 - 11.2. AN OPENING OF NOT LESS THAN 20"x30" SHALL BE PROVIDED TO ANY ATTIC AREA HAVING A CLEAR HEIGHT OF OVER 30", A 30" MIN. CLEAR HEADROOM IN THE ATTIC SPACE SHALL BE PROVIDED AT OR ABOVE THE ACCESS OPENING. (IBC: 2006, 2009, & 2012 SEC. 1209.2)
 - 11.3. ACCESS TO MECHANICAL APPLIANCES INSTALLED IN UNDER FLOOR AREAS, IN ATTIC SPACES AND ON ROOFS OR ELEVATED STRUCTURES SHALL BE IN ACCORDANCE WITH THE INT'L MECHANICAL CODE. (IBC: 2006, 2009, & 2012 SEC. 1209.3)
13. ROOF TRUSSES DESIGN BUILD BY TRUSS MANUFACTURER.
14. PITCHED (SLOPE >2:12) ROOF:
 - 14.1. SELF-ADHERING ICE MEMBRANE UNDERLAYMENT REQUIRED FROM EAVE'S EDGE TO A POINT AT LEAST 24" INSIDE THE EXTERIOR WALL LINE OF THE BUILDING. (IBC: 2006, 2009, & 2012 SEC. 1507.2.8.2)

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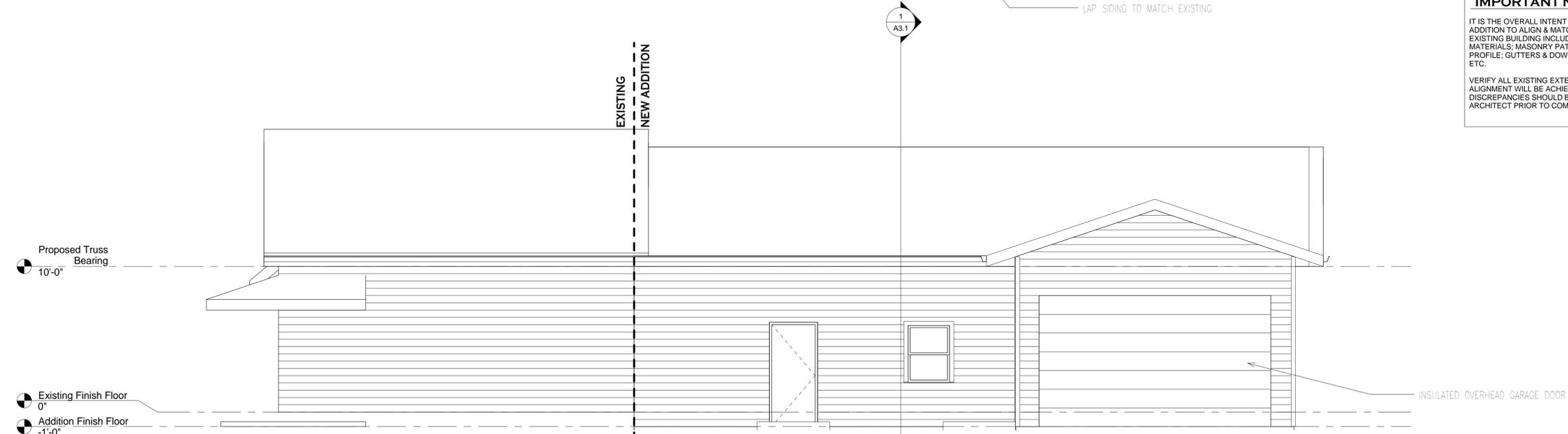
Rev. #	Date	Issued for Review

Job No. 14113
 Sheet Title ROOF PLAN
 Proj. Mgr. XXX

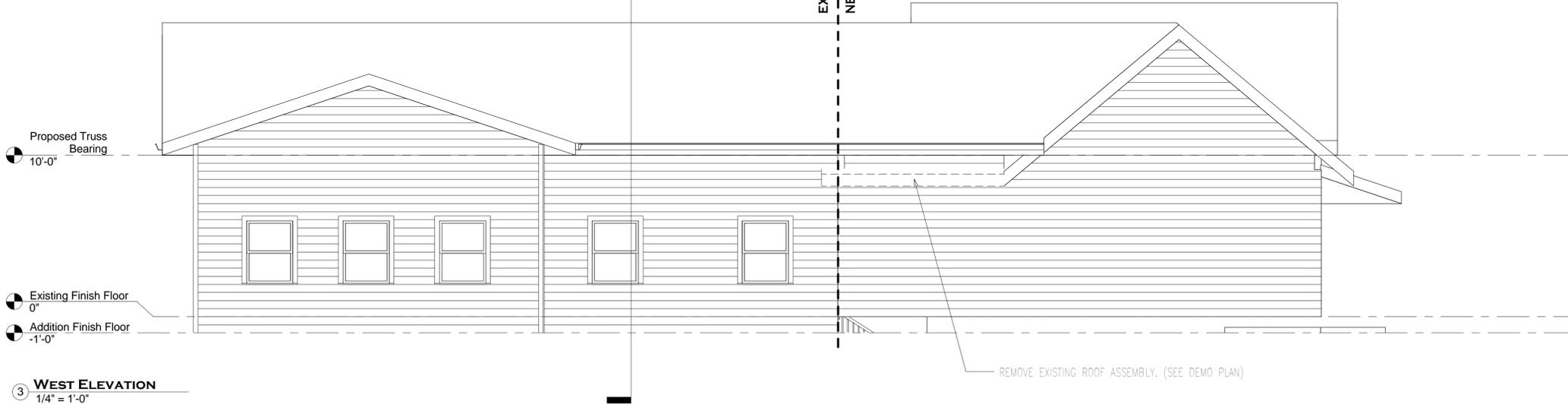
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A1.3



1 NORTH ELEVATION
1/4" = 1'-0"



2 EAST ELEVATION
1/4" = 1'-0"



3 WEST ELEVATION
1/4" = 1'-0"

GENERAL EXT. ELEVATION NOTES

1. REFER TO ADDITIONAL NOTES AND REQUIREMENTS ON ALL OTHER DOCUMENTS AND OTHER DISCIPLINES DOCUMENTS.
2. ALL HORIZONTAL TRANSITIONS BETWEEN DIFFERENT MATERIALS SHALL BE FLASHED CONTINUOUS FROM UP BEHIND TO UNDER UPPER MATERIAL AND EXTEND OVER TO EXTERIOR FACE OF LOWER MATERIAL.
3. ANY RETURNS OR BLIND ELEVATIONS NOT SHOWN SHALL BE SIMILAR IN MATERIAL AND MAKEUP TO ADJACENT CONDITIONS OR OTHER SIMILAR CONDITIONS.
4. INSTALL VERTICAL EXPANSION JOINT MINIMAL AT COLUMN/GRID LINES AND AT THE HEAD OF DOOR JAMBS/OPENINGS OR AS OTHERWISE NOTED OR WHERE REQUIRED PER STANDARD MATERIAL PRACTICE TO REDUCE STRESS CRACKING. NO CONTROL JOINT/EXPANSION JOINT AT MAIN STRUCTURAL BEARING. KEEP AWAY 2'-6" MIN.
5. CAULK & SEAL ALL TRANSITION-CONTROL-EXPANSION AT ALL EXTERIOR MATERIALS.
6. INSULATE AND SEAL TO ENSURE ADEQUATE AIR INFILTRATION BARRIER AROUND ALL EXTERIOR PENETRATIONS TO PREVENT WATER AND SPRINKLER PIPE FREEZING.

IMPORTANT NOTE

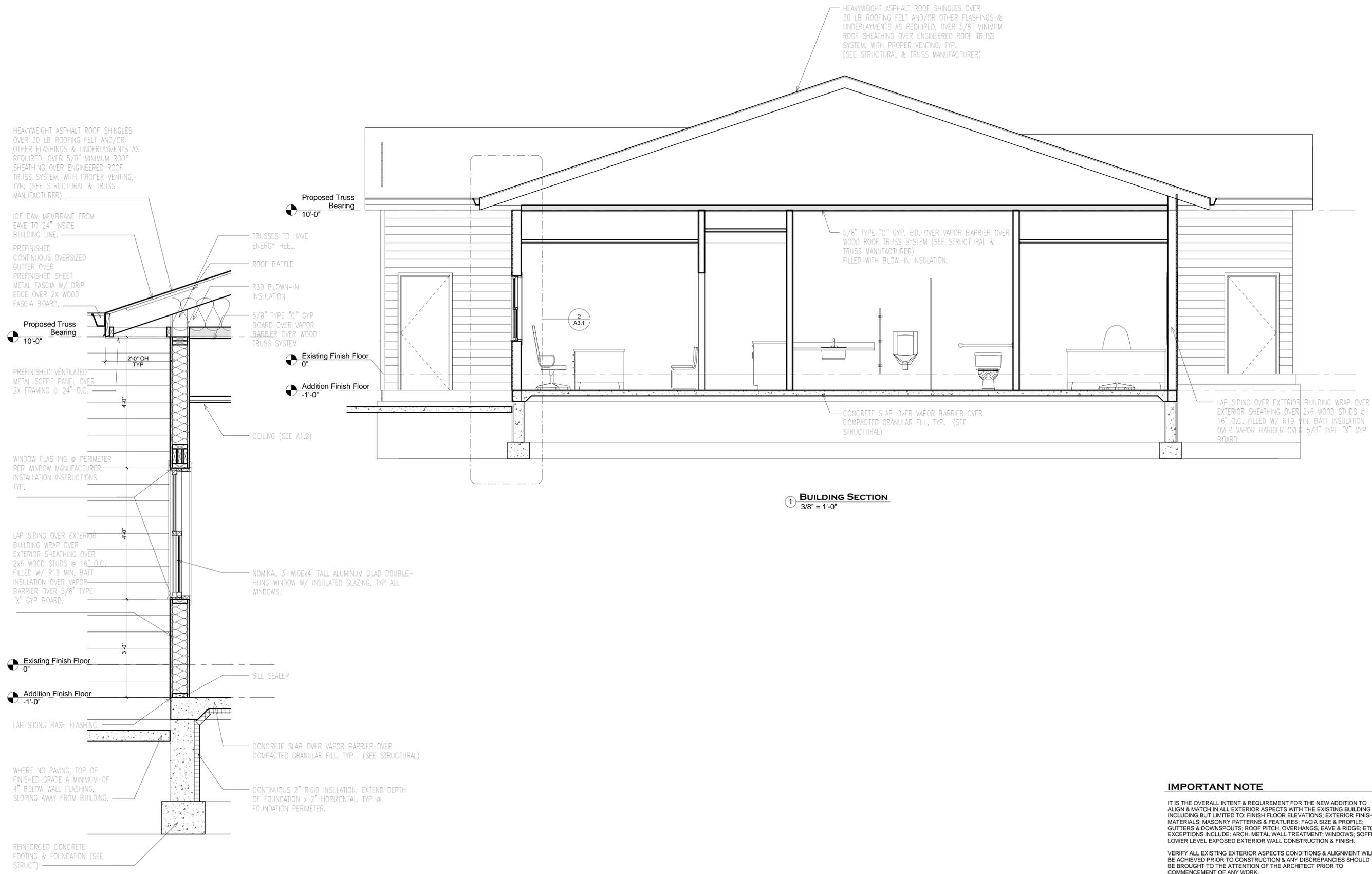
IT IS THE OVERALL INTENT & REQUIREMENT FOR THE NEW ADDITION TO ALIGN & MATCH IN ALL EXTERIOR ASPECTS WITH THE EXISTING BUILDING INCLUDING BUT LIMITED TO: EXTERIOR FINISH MATERIALS; MASONRY PATTERNS & FEATURES; FASCIA SIZE & PROFILE; GUTTERS & DOWNSPOUTS; OVERHANGS, EAVE & RIDGE; ETC.

VERIFY ALL EXISTING EXTERIOR ASPECTS CONDITIONS & ALIGNMENT WILL BE ACHIEVED PRIOR TO CONSTRUCTION & ANY DISCREPANCIES SHOULD BE BROUGHT TO THE ATTENTION OF THE ARCHITECT PRIOR TO COMMENCEMENT OF ANY WORK.

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Sheet No.	

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1 BUILDING SECTION
 3/8" = 1'-0"

2 TYPICAL WALL SECTION
 3/4" = 1'-0"

IMPORTANT NOTE
 IT IS THE OVERALL INTENT & REQUIREMENT FOR THE NEW ADDITION TO ALIGN & MATCH IN ALL EXTERIOR ASPECTS WITH THE EXISTING BUILDING INCLUDING BUT LIMITED TO: FINISH FLOOR ELEVATIONS; EXTERIOR FINISH MATERIALS; MASONRY PATTERNS & FEATURES; FACIA SIZE & PROFILE; GUTTERS & DOWNSPOUTS; ROOF PITCH; OVERHANGS; EAVE & RIDGE; ETC. EXCEPTIONS INCLUDE: ARCH. METAL WALL TREATMENT; WINDOWS; SOFFIT; LOWER LEVEL EXPOSED EXTERIOR WALL CONSTRUCTION & FINISH.
 VERIFY ALL EXISTING EXTERIOR ASPECTS CONDITIONS & ALIGNMENT WILL BE ACHIEVED PRIOR TO CONSTRUCTION & ANY DISCREPANCIES SHOULD BE BROUGHT TO THE ATTENTION OF THE ARCHITECT PRIOR TO COMMENCEMENT OF ANY WORK.

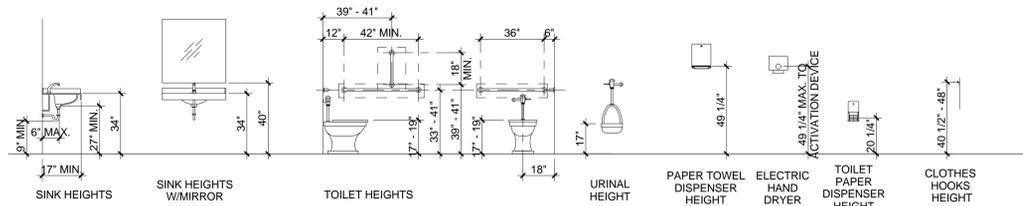
NOTE:
 REFER TO ALL NOTES ON ALL SECTIONS FOR STANDARD TYPICAL CONDITIONS & SPECS THAT MAY RELATE TO ALL SECTIONS. VERIFY WITH ARCHITECT ANY CONDITIONS NOT NOTED PRIOR TO COMMENCEMENT OF WORK.

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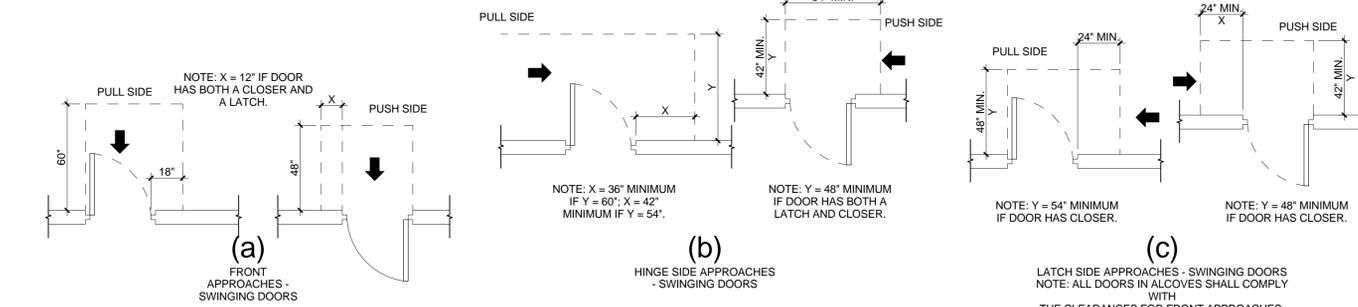
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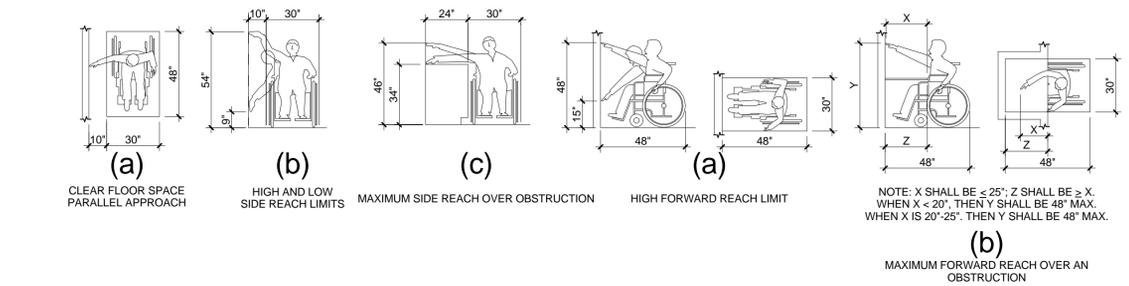


ALL FIXTURES TO BE MOUNTED WITHIN ALLOWABLE RANGES AS INDICATED BY ADA ACCESSIBILITY GUIDELINES AND LOCAL CODES. (ALL MOUNTING HEIGHTS INDICATED ARE ABOVE FINISHED FLOOR LEVEL.)

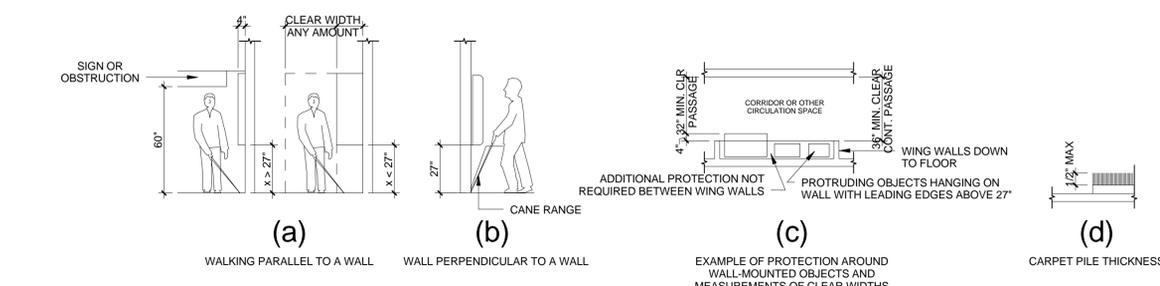
1 FIXTURE MOUNTING HEIGHT
1/4" = 1'-0"



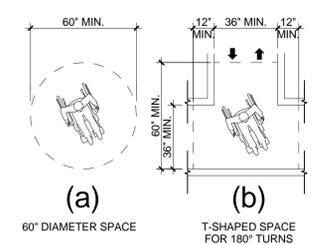
3 MANEUVERING CLARANCES @ DOORS
1/4" = 1'-0"



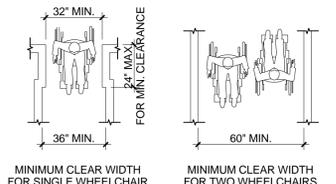
5 FORWARD & SIDE REACHING
1/4" = 1'-0"



6 PROTRUDING OBJECTS
1/4" = 1'-0"



2 WHEELCHAIR TURNING SPACE
1/4" = 1'-0"



4 MINIMUM CLEAR WIDTHS
1/4" = 1'-0"

GENERAL RESTROOM NOTES

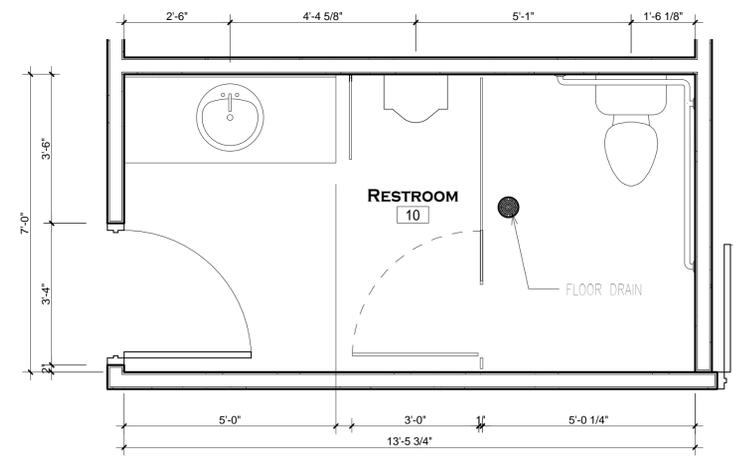
- REFER TO ADDITIONAL NOTES AND REQUIREMENTS ON ALL OTHER DOCUMENTS AND OTHER DISCIPLINES DOCUMENTS.
- ALL PLUMBING FIXTURES SHOWN ON THIS SHEET IS PROVIDED FOR COORDINATION PURPOSES ONLY. REFER TO PLUMBING DOCUMENTS FOR SPECIFIC DESIGN INFO.
- ALL RESTROOMS, FIXTURES & ACCESSORIES SHALL BE COMMERCIAL GRADE AND SHALL COMPLY WITH THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT.
- PROVIDE ADEQUATE BLOCKING FOR ALL REST ROOM FIXTURES AND EQUIPMENT.
- ADD GFI POWER UNDER SINKS OR AROUND WATER CLOSETS IF AUTO-CONTROLS.
- FIXTURE & ACCESSORY MOUNTING HEIGHTS ARE AS FOLLOWS:
 - DRINKING FOUNTAIN & WATER COOLER: SPOUT HEIGHT: NO HIGHER THAN 36" AFF. CONTROLS HEIGHT: SEE BELOW.
 - WATER CLOSET HEIGHT: 17"-19" TO TOP OF TOILET SEAT.
 - URINAL RIM HEIGHT: 17" AFF.
 - GRAB BAR CENTER MOUNTING HEIGHT: 33"-36" AFF. GRAB BARS TO BE 1-1/4"-1-1/2" DIA. W/ GRIPPABLE SURFACE.
 - TOILET PAPER DISPENSER CENTER MOUNTING HEIGHT: 19" AFF.
 - LAVATORY RIM OR COUNTER HEIGHT: NO HIGHER THAN 34" AFF
 - MIRROR HEIGHT: BOTTOM EDGE NO HIGHER THAN 40" AFF.
 - CONTROLS HEIGHT AND REACH RANGES ARE AS FOLLOWS: FORWARD APPROACH: 15"-48" AFF; OVER OBJECT 44" AFF MAX. SIDE APPROACH: 9"-54" AFF; OVER OBJECT 46" AFF MAX.

RESTROOM FINISH NOTES

- PROVIDE THE FOLLOWING RESTROOM FINISHES:
 - FLOOR: VINYL COMPOSITION FLOOR TILE.
 - BASE: 4" HIGH COVERED VINYL BASE.
 - WALLS: PRIMED WITH 2 COATS OF EPOXY PAINT.
 - CEILING: 9'-0" AFF ACOUSTICAL CEILING TILE & GRID.

RESTROOM FIXTURE & EQUIP. NOTES

- PROVIDE THE FOLLOWING RESTROOM FIXTURES IN WHITE VITREOUS CHINA FINISH UNLESS OTHERWISE STATED OR APPROVED. AS REPRESENTED IN DOCUMENTS.
 - FLOOR MOUNT TANK TYPE WATER CLOSETS.
 - WALL HUNG WITH ELONGATED RIM URINALS.
 - WALL MOUNT WITH OVERFLOW LAVATORY.
 - HAND OPERATED FLUSH & FAUCET CONTROLS.
 - INTA-HOT ELECTRIC HOT WATER HEATER UNDER LAVATORY.
 - EXHAUST FAN.
- PROVIDE THE FOLLOWING REST ROOM ACCESSORIES IN BRUSHED CHROME FINISH UNLESS OTHERWISE STATED OR APPROVED. BRUSHED STAINLESS STEEL IS AN ACCEPTABLE ALTERNATIVE FINISH.
 - WATER CLOSET AREA:
 - 1 SURFACE MOUNT DOUBLE TOILET PAPER DISPENSER PER WATER CLOSET.
 - 1 SANITARY NAPKIN DISPOSAL PER WOMENS WATER CLOSET.
 - 1 SANITARY NAPKIN DISPENSER PER WOMENS REST ROOM.
 - 1 COAT HOOK PER WATER CLOSET/URINAL.
 - 1 TOILET SEAT PROTECTOR DISPENSER PER REST ROOM.
 - 1 FLOOR DRAIN TRIM FLUSH WITH FINISHED FLOOR.
 - LAVATORY AREA:
 - 1 AUTOMATIC HIGH VELOCITY HAND AIR DRYER (XLERATOR or Equal).
 - 1 SEMI-RECESSED COMBINATION FOLDED PAPER TOWEL DISPENSER/ MEDIUM-SIZED TRASH RECEPTACLE PER REST ROOM.
 - 1 LIQUID SOAP DISPENSER PER LAVATORY.
 - 1 24"W x 36"H MIN. MIRROR WITH METAL TRIM PER LAVATORY.
 - 1 BABY CHANGING STATION PER REST ROOM.



7 ENLARGED BATHROOM PLAN
1/2" = 1'-0"

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Agenda Item #11 - School Resource Office 28E Agreement

Submitted for:
Action

Recommendation:
Approval

Sample Language:

Mayor: *Would staff please present the proposed agreement?*

Staff: *Presentation*

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

City Councilmember _____: *So moved.*

City Councilmember _____: *Second.*

Mayor: *Roll Call Please.*

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

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



VAN METER DEPARTMENT OF PUBLIC SAFETY

"Serving the Community"

To: Mayor Adams & Council Members

From: William Daggett, Chief of Police

Ref: School Resource Officer 28E Agreement

I am approaching you today about formalizing the relationship between the Van Meter Community Schools and the Van Meter Police Department. In 2012 one of my goals when hired was to implement a school resource officer program in the Van Meter Community School District. I have worked very hard to establish positive relationships within the District with students, parents and staff.

We have worked together as a team to define what a school resource officer in the Van Meter Community Schools looks like and what resources he or she can bring to the table. I have served as truancy officer at the direction of the Superintendent, helped mitigate disputes, investigate criminal activity, guest speak in the classroom and provide a resource to students related to legal issues they may be facing etc.

As a first step in formalizing the relationship we are asking the Van Meter Board of Education and the Van Meter City Council to allow us to enter into a basic 28E agreement that simply defines the current role that I play now within the District. There is no monetary expense to this agreement. This agreement also does not guarantee the District the officer's time or availability. It does, however, designate the officer as a member of the staff and allow for information sharing under the family rights and privacy act. It also formally designates the officer as the truancy officer for the District. These are important designations to the continued growth of the program and the ability we have to help students and families.

I have attached a copy of the 28E for your consideration.

If you have any questions please do not hesitate to contact me.

Sincerely,

William J. Daggett
Chief of Police

"SERVING THE COMMUNITY"

505 Grant St. (P.O. Box 160) Van Meter, Iowa 50261
Hq: 515-996-9253 * Fax: 515-996-2207 * Dispatch: 515-993-4567

28E AGREEMENT BETWEEN
THE VAN METER COMMUNITY SCHOOL
DISTRICT AND THE CITY OF VAN METER,
IOWA FOR A SCHOOL RESOURCE OFFICER
PROGRAM

THIS AGREEMENT made and entered into this _____ day
of _____, 20____ by and between the Van Meter
Community School District (hereinafter referred to as "District
"), and the CITY OF VAN METER, IOWA (hereinafter referred to as
"City").

This Agreement is entered into pursuant to the provisions of Chapter 28E,
Code of Iowa (2013).

After execution of this Agreement by the District and the City, it
shall be filed in the office of the Secretary of State. This Agreement
shall be effective when executed and recorded as set forth above and
shall continue year to year after the initial five year period unless
terminated or modified as herein provided.

It is understood that this Agreement is between two public
agencies and that a separate legal or administrative entity will
not be created under this Agreement. The Van Meter Chief of
Police shall be the administrator of this Agreement.

ARTICLE I

General

The parties share a mutual concern to maintain an atmosphere in
the Van Meter public schools where school staff and students
feel free from intimidation. A School Resource Officer Program
would present a cooperative approach toward addressing that
concern.

School Resource Officer Programs are recognized nationally as
programs that effectively establish positive working
relationships between the schools and the police department.
The School Resource Officer (SRO) will assist school
administrators by taking immediate action when police
intervention is warranted. Additionally, the SRO will provide
guidance and support in assisting school staff, students and
parents with a variety of non-emergency police related matters
in the staff role of an at-risk advisor.

Selection

1. . The SRO will be a Van Meter police officer.
2. The Chief of Police of the Van Meter Police Department shall select the police officer for assignment as SRO.

Supervision

1. The Chief of Police shall have complete supervisory control of the officer assigned to the District.

Assignment

1. The SRO will be assigned to all District schools on an as needed basis.
2. The SRO will be the truancy officer for the District.

ARTICLE II

Rights and Duties of the District

The District shall provide to the SRO the following materials and facilities which are deemed necessary to the performance of the SRO's duties:

1. A designated and marked parking space for the SRO vehicle.

ARTICLE III

Employment Status of School Resource Officer

The School Resource Officer shall remain an employee of the Van Meter Police Department and shall not be an employee of the District. The District and the Police acknowledge that the School Resource Officer shall remain responsive to the chain of command of the Van Meter Police Department. The SRO shall be considered a member of the school staff in the capacity of an at-risk advisor working with the at-risk coordinator to facilitate helping at-risk youth.

ARTICLE IV

Financing of the School Resource Officer Program

As the officer is provided on an as needed and available basis the District shall not be responsible for any financing of the position.

ARTICLE V

Term and Termination of Agreement

This agreement shall become effective upon signing by both parties and shall remain in effect until December 31, 2020. This agreement will be automatically extended each successive year, unless either party notifies the other in advance of the anniversary of this agreement or otherwise terminates the agreement pursuant to this Article.

This Agreement may be terminated for any reason by either party upon a thirty (30) day written notification to the other party. Upon termination of this Agreement the District will retain all District property. The City will retain all City property.

ARTICLE VI

District agrees and understands that City is not responsible for providing continuous surveillance or protection for any twenty-four (24) hour or other period, unless, in the sole discretion of the City, the threat of criminal activity warrants such surveillance or protection.

ARTICLE VII

This Agreement may only be modified by written mutual agreement to amend.

VAN METER COMMUNITY
SCHOOL DISTRICT

CITY OF VAN METER, IOWA

By: _____
Dan Koster , Board President

By: _____
Allan Adams, Mayor

By: _____
Shonna Trudo, Board Secretary

By: _____
Jake Anderson, City Administrator

Agenda Item #12 - Annexation Agreement with Waukee

Submitted for:
Action

Recommendation:
Approval

Sample Language:

Mayor: *Would staff please present the proposed agreement?*

Staff: *Presentation*

Mayor: *At this time I will recognize members of the public who wish to address the City Council relevant to the proposed annexation agreement with Waukee. Once given the floor members of the public will be given 3 minutes to read their comments into the record.*

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

City Councilmember _____: *So moved.*

City Councilmember _____: *Second.*

Mayor: *Roll Call Please.*

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

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

ANNEXATION MORATORIUM AGREEMENT

WHEREAS, the City of Van Meter, Iowa (hereinafter referred to as Van Meter), and the City of Waukee, Iowa (hereinafter referred to as Waukee), are interested in the annexation of certain territories that are within the planning areas of each city; and

WHEREAS, it is in the public interest to provide for the orderly annexation of certain territory to Van Meter, certain territory to Waukee, and to assure communication between the two cities so as to allow the best opportunity for orderly development of property, compatible uses, and coordinate public infrastructure along the common boundary to the maximum extent possible;

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

SECTION 1. PURPOSE. It is in the public interest for Van Meter and Waukee, to establish an Agreement for annexation, to provide the best opportunity for orderly planning, development, and provision of municipal services. It is also in the public interest to assure communication between the two Cities to create the best opportunity for compatible uses and development, continuity of street systems, and public improvements along the Annexation Boundary established in Section 2 of this Agreement.

SECTION 2. ANNEXATION BOUNDARY. The Cities of Waukee and Van Meter hereby agree to refrain from the annexation of territory within the boundaries shown on the attached Exhibit "A" as provided in this Annexation Moratorium Agreement.

SECTION 3. ANNEXING MORATORIUM. In accordance with Iowa Code Chapter 368 (2014) and defined therein, Van Meter and Waukee agree as follows:

Area A: The City of Waukee shall not annex property in Area A for the term of this Agreement. During this period, the City of Van Meter may use any form of annexation legally available to it under state law to annex property in Area A, without objection from the City of Waukee.

Area B: The City of Van Meter shall not annex property in Area B for the term of this Agreement. During this period, the City of Waukee may use any form of annexation legally available to it under state law to annex property in Area B, without objection from the City of Van Meter.

SECTION 4. APPLICABILITY. This Agreement is applicable to all annexation proceedings, both voluntary and involuntary, and pending annexations as well as any that may be commenced in the future, to the fullest extent allowed and as provided by Iowa Code Chapter 368 (2011). All such proceedings, which have been initiated but not completed, shall be amended to conform to this agreement, and any portion of any petition for annexation, whether voluntary or involuntary, in conflict herewith is hereby terminated and withdrawn. Completion is hereby defined as being

approved by the City Development Board and duly recorded prior to the date of the first City's approval and signature on this Agreement.

Each of the cities agrees not to annex territory in violation of this Agreement. Each City, and their officials, agents and representatives, agree not to aid or support in any way, any person, party, agency, or government body who may oppose, enjoin, or obstruct the other in the pursuit of any annexation that conforms with this Agreement. Terminology used in this Agreement shall be defined in the same manner as it is defined and used in Iowa Code Chapter 368, unless specifically defined herein.

SECTION 5. JOINT DEVELOPMENT COMMUNICATION The cities agree to communicate concerning long range planning and zoning of property along the Annexation Boundary. Zoning and rezonings, site plans, and subdivisions located within 660 feet of the Boundary shall be submitted for review and comment by the staff of each City at least 7 days prior to consideration by a city. Each City will consider the comments of the other City when considering zoning, rezonings, site plans, plats and subdivisions actions.

SECTION 6. STREET IMPROVEMENTS. For street infrastructure planning undertaken within one-eighth mile (660 feet) of the Annexation Boundary, the Cities shall communicate their plans for street and access points to the other as plans are being developed and/or modified. Each City agrees to provide comment to the other concerning such planning and placement within a reasonable time for consideration of the planning City in making such plans.

SECTION 7. RIGHTS AND OBLIGATIONS. This Agreement creates rights and obligations only among these two parties as governmental entities, and is to be interpreted, applied, and enforced by these entities only. It is not intended and shall not be interpreted to create any rights, title, or interest in any other person, firm, corporation, or entity, whether or not resident or taxpayer of any City, and whether directly or as a third party beneficiary.

SECTION 8. STATUTORY AUTHORITY. This Agreement is entered into pursuant to Iowa Code Section 368.4 (2011).

SECTION 9. EFFECTIVE DATE AND DURATION. The effective date of this agreement shall be the later of approval dates of the two Cities. Prior to approval, each City is required to publish notice and to hold hearings as required by Iowa Code Section 368.4 (2014). This Agreement shall be in full force and effect until September 17, 2022, at which time it shall expire and be of no further effect. Either party to this agreement may petition for an amendment, extension, or termination of this agreement by providing written notice to the other party with at least thirty (30) days advance notice to amend, extend, or terminate the terms of this agreement. Any amendment, extension, or termination of this Agreement requires the approval of both City Councils before any amendment, extension, or termination becomes effective.

SECTION 10. SEVERABILITY. If any section, provision, or part of this Agreement shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the Agreement as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

Dated this _____ day of _____, 2014

ATTEST:

CITY OF VAN METER, IOWA

Liz Thompson, City Clerk

Allan Adams, Mayor

Dated this _____ day of _____, 2014

ATTEST:

CITY OF WAUKEE, IOWA

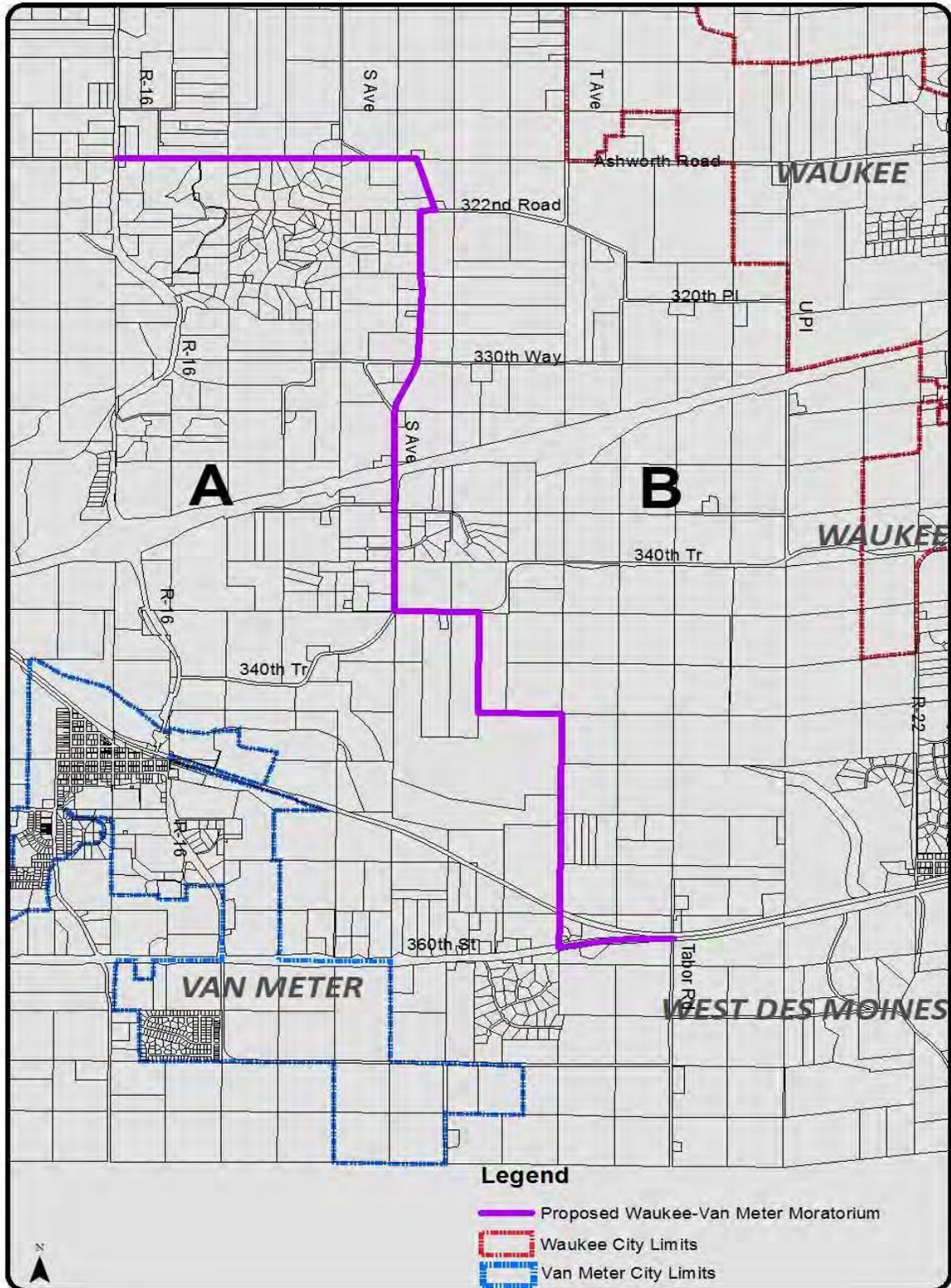
Rebecca D. Schuett, City Clerk

William F. Peard, Mayor

This Agreement was duly filed and recorded in the Office of the Secretary of State of the State of Iowa on this _____ day of _____, 2014.

Secretary of State

Exhibit A Moratorium Map - Waukeee and Van Meter



Agenda Item #13 - Reports

Submitted for:
Information
Recommendation:

Sample Language:

- 1) *Parks and Rec*
- 2) *Library*
- 3) *Public Safety*
- 4) *Public Works*
- 5) *Attorney*
- 6) *Engineer*
- 7) *Administrator*
- 8) *Council*
 - Committees (Chair Listed First)
 - a. Public Works/Infrastructure – Lacy, Stump
 - b. Culture and Recreation – Tweed, Sacker
 - c. Special Liaison Assignments or Ad-Hoc Committees
- 9) *Mayor*
 - a. Finance – Adams, Lacy, Peterson
 - b. Policy – Adams, Sacker, Peterson
 - c. Economic Development – Adams, Lacy, Tweed
 - d. Public Safety – Adams, Stump, Sacker
 - e. EMA, E911 *Lacy Alternate

December 2014 stats for The Van Meter Public Library

We were open 15 days in December due to closing on Tues. and Saturdays. We also had two days off for the holidays.

Number of patrons in to use a library service 685

Number of titles checked out 657

Number of rural route 62 and open access 26

3 new card holders 2 city and 1 open access

\$5.00 library fine

79 inter library loans requested and received and 8 sent to other libraries.

New titles added to the collection 30 and donated titles 7

We did have one quilling craft time and made snowmen.

We did have one book club.

The kids after school had a couple of times playing Christmas games. We also had a couple of Christmas activity times.

We had several people donate after school snacks.

The Dallas County Conservationist was in on December 19th and held a program on Owls.

Jolena Welker

January 7, 2015

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: *Lacy ___; Stump ___; Tweed ___; Sacker ___; Peterson ___;*

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