

-NOTICE OF A PUBLIC MEETING-
Governmental Body: Van Meter City Council
Date of Meeting: Monday, February 10, 2014
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. Citizens Hearing
5. Consent Agenda:
 - a. Minutes of January 13, 2014 council meetings
 - b. January Claims list
 - c. January Financial Statement
 - d. Approve Pay Estimate #3 (Final) for the Richland Road Sanitary Sewer Project to Hurst and Sons of Waterloo in the amount of \$8,208.11
 - e. A resolution transferring funds.
 - f. Amendment to the Police Reserve Policies adding a section regarding Political Activity
 - g. Appoint Brett Thompson, Lisa Benton, and Richard Booge to the Parks and Recreation Board.
6. A public hearing on a resolution accepting and approving a voluntary annexation application for a parcel owned by Darrell and Joyce Jamison.
7. Action initiating the re-zoning of Darrell and Joyce Jamison’s annexed parcel from Ag to Business Park.
8. A public hearing on a resolution accepting and approving a voluntary annexation application for a parcel owned by MidAmerican Energy Company.
9. Action initiating the re-zoning of MidAmerican Energy Company’s annexed parcel from Ag to Major Utilities.
10. A public hearing on a resolution accepting and approving a voluntary annexation application for a parcel owned by Robert Radke.
11. Action initiating the re-zoning of Robert Radke’s annexed parcel from Ag to Business Park.
12. Reconsideration of Council Committee Assignments.
13. Appoint Mike Peterson as a Reserve Police Officer.
14. 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
15. Adjourn

Agenda Item #1 - Call to Order

Submitted for:

Recommendation:

Sample Motions:

Mayor: *The time is Seven O'clock PM on Monday, February 10, 2014. 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 - 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 5 minutes to read their comments into the record.*

Agenda Item #5 - 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 ___; Stump ___; Tweed ___; Sacker ___; Peterson ___;*

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

- 1) The Van Meter City Council met for a regular council meeting on Monday, January 13, 2014 at the Veterans Reception Center. Mayor Allan Adams called the meeting to order at 7:00PM. The following council members were present upon roll call: Owen Stump, Bob Lacy, Kim Sacker, Elizabeth Tweed, and Mike Peterson.

Staff present: City Administrator Jake Anderson, City Attorney Erik Fisk, City Clerk Liz Thompson, City Engineer Bob Veenstra, Public Safety Director William Daggett, Fire Chief Jon Bruen, Assistant Fire Chief Chris Reha, and Police Reserve Officer Brandon Carter.

Members of the public present were Steve Stillman, Dennis Carter, Nikki Reha, Jeff Renner, Eric Delaney, Tyler Delaney, Gina Huen,

- 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 asked Administrator Anderson to present the proposed City Council Operating Guidelines. Anderson explained that the document had been adopted by the City Council in two preview years and that the document outlines how the City Council interacts with itself, with staff, and with the public. Councilman Lacy indicated that he had never seen the document before and questioned the appropriateness of certain aspects. Lacy moved to table to document until it could be further examined. The motion failed for a lack of support. Sacker moved supported by Stump to approve the City Council Operating Guidelines as presented. On roll call the votes were as follows: Stump – YES; Lacy – NO; Sacker – YES; Tweed – YES; Peterson – YES. The motion passed and the City Council’s operating guidelines were adopted.
- 5) Mayor Adams asked Administrator Anderson to present the proposed City Council Committee/Liaison Assignments. Anderson explained that he and Mayor Adams gathered input from the City Council and attempted to draft committee assignments based on that feedback. Lacy objected to his assignment to the Public Works/Infrastructure committee and indicated that he would like to be assigned to the Policy Committee. Peterson moved supported by Sacker to approve the Council Committee/Liaison Assignments as presented. On roll call the votes were as follows: Stump – YES; Lacy – NO; Sacker – YES; Tweed – YES; Peterson – YES. The motion passed and the City Council’s Committee/Liaison Assignments were adopted.
- 6) Mayor Adams opened the citizens hearing. Hearing none Mayor Adams closed the citizens hearing.
- 7) Mayor Adams reviewed the consent agenda, and asked for discussion. City Administrator Anderson noted amendments to the claims list. Mayor Adams asked for a motion to adopt, “A Resolution Adopting the Revised Consent Agenda.” which included the following:

- a. Minutes of December 9, 2013 and January 6, 2014 council meetings
- b. December Claims list

A D DISTRIBUTING CO	US FLAG PURCHASE	\$	96.10
ACCO	LIQUID CHLORINATING SOLUTION	\$	554.00
TYCO INTERGRATED SECURITY	QRTLY BILLING 2/1/14-4/30/14	\$	120.00
AG SOURCE LABORATORIES	PUBLIC WATER TESTING	\$	48.00
ALLENDER BUTZKE ENG	SITE ASSESSMENT	\$	6,524.20
APEX COMPANIES LLC	UST REMOVAL REPORTING	\$	5,773.50
BANKERS TRUST	2008 Street Improvement	\$	10,050.00
BUTCH'S	ICE MELT	\$	20.00

CARPENTER UNIFORM CO	PURCHASE OF RESPONDER HI-VIS	\$ 1,718.97
CASEY'S GENERAL STORE	PW GAS	\$ 1,017.24
CENTURY LINK	CITY HALL PHONE	\$ 333.85
CHESNUT SIGNS	POLICE CAR WRAP	\$ 1,033.50
CLEAN IT INC	CITY HALL/LIBRARY CLEANING	\$ 396.00
CULLIGAN	WATER AND RENTAL	\$ 53.20
DALLAS CO PUBLIC HEALTH	EMPLOYEE FLU SHOTS	\$ 125.00
DANKO	FIRE BOOT LEATHER STRUCTURAL	\$ 255.14
DATA TECHNOLOGIES INC	ACH PAYROLL MODULE	\$ 400.00
DELTA DENTAL	Employee Dental Ins	\$ 350.99
DENNIS CARTER	MILL/MAIN WA MAIN BREAK	\$ 300.00
DEPT OF ADMINISTRATIVE	CERTIFIED PUBLIC MANAGER	\$ 250.00
EARLHAM SAVINGS BANK	LOAN PAYOFF	\$ 172,426.44
EFTPS	FED/FICA TAX	\$ 8,961.78
ELECTRONIC ENGINEERING	FINAL INSTALL OF EQUIPMENT	\$ 548.14
EPPI	COMPRESSION BANDAGES	\$ 106.20
H D SUPPLY WATERWORKS	WATER/ STREET REPAIR EQUIPMENT	\$ 506.00
HACH	CHEMICALS/ STREET MAINT.	\$ 160.81
HEARTLAND COOP	WATER SHED LP	\$ 258.33
HOLLY ADAMS	WINTER MARKET EXPENSES	\$ 150.00
ILEA	MENTAL HEALTH IN SERVICE TRAIN	\$ 15.00
IMFOA	MEMBERSHIP DUES 14/15	\$ 40.00
INDEPENDENT SALT COMPANY	HYWAY/TREATED BULK SALT	\$ 1,870.85
INDUSTRIAL CHEM LABS	ROOT BEGONE CHEMICALS	\$ 124.66
IOWA LEAGUE OF CITIES	BUDGET WORKSHOP	\$ 35.00
IOWA LIBRARY ASSOCIATION	2014 IOWA LIBRARY MEMBERSHIP	\$ 80.00
IOWA LIBRARY SERVICES	2013 TOWN MEETING REG/ FEE	\$ 15.00
IOWA ONE CALL	FAXES	\$ 28.10
IPERS	PROTECT IPERS	\$ 1,614.37
JESSICA WAMBOLD	FIRE DEPT. CHRISTMAS PARTY	\$ 300.00
JONES CREEK APPAREL	LIBRARY ZOMBIE TEE SHIRTS	\$ 154.00
JUNGMANN CORPORATION	ICE CONTROL SAND	\$ 240.70
KIMBERLY KNAPP	HOSTING (ICD SOFT.COM)	\$ 120.00
MAINSTAY	DELL COMPUTER INSTALLATION	\$ 1,860.00
MATHESON TRI GAS INC	OXYGEN SUPPLY RENTAL	\$ 66.12
MIDAMERICAN ENERGY	GAS/ELEC	\$ 2,892.87
MORRIS EXCAVATING LTD	MAIN STREET WATER MAIN	\$ 780.00
OFFICE DEPOT	MISC. OFFICE SUPPLIES	\$ 132.77
OVERHEAD DOOR CO OF DM INC	FEED BOTTOM WEATHER SEAL	\$ 146.00
QUILL	LAMENATED CARD PACKET	\$ 36.08
REW SERVICES CORPORATION	ASBESTOS REMOVAL 416 WEST ST	\$ 21,175.00
SECRETARY OF STATE	NOTARY LISA TUMA	\$ 60.00
SHARON GREER	4 DOZEN ROLLS	\$ 48.00

SQUARE, INC	Credit Card Acceptance Fee	\$ 5.77
STIVERS FORD	SERVICE OF CITY VEHICLES	\$ 1,377.99
SURPASS SOFTWARE	SURPASS SUPPORT- LIBRARY	\$ 1,630.00
THE HARTFORD	Employee Life/Dis Ins	\$ 257.64
TREAS - ST OF IA SALES TX	SALES TAX OCT 1 - DEC 31 2013	\$ 2,095.00
TREAS - STATE OF IOWA W/H	STATE TAX	\$ 473.00
TRUCK EQUIPMENT INC	SPRING - CONICAL	\$ 26.59
US POSTMASTER	JAN UT BILLS/NEWSLETTERS	\$ 185.38
VEENSTRA & KIMM INC	BUILDING PERMIT FEES	\$ 9,588.50
VERIZON WIRELESS	CELL PHONE SERVICES	\$ 372.95
WATERLOO PUBLIC LIBRARY	LIBRARY BOOK SETS	\$ 16.00
WELLMARK	Employee Health Ins	\$ 3,903.75
WELLS FARGO CC	LIBRARY BOOKS	\$ 798.41
*****REPORT TOTAL*****		\$ 265,102.89

c. December Financial Statement/Quarterly Investment Report

FUND	RECIEPTS	DISBURSEMENTS
GENERAL	\$ 21,943.56	\$ 23,488.97
LIBRARY TECHNOLOGY FUND	\$ 0.01	\$ -
ROAD USE TAX	\$ 8,008.07	\$ 8,757.14
EMPLOYEE BENEFITS	\$ 2,071.91	\$ 4,713.17
EMERGENCY FUND	\$ 167.06	\$ -
LOCAL OPTION SALES TAX	\$ 7,243.14	\$ -
TIF-CR ESTATE	\$ 2,056.82	\$ 41,928.74
TIF-WH PINES SUBDIVISION	\$ 617.29	\$ -
TIF-POLK CO. BANK	\$ 480.09	\$ 7,006.05
PARK TRUST FUND	\$ 0.14	\$ -
LIBRARY TRUST FUND	\$ 173.06	\$ 4,425.87
VM COMMUNITY BETTERMENT	\$ -	\$ 35.00
REC CAPITAL FUND	\$ -	\$ 9,750.00
SITE CERT PROJECT	\$ -	\$ 19,340.66
DEBT SERVICE	\$ 1,854.28	\$ 10,050.00
WATER	\$ 14,928.40	\$ 7,636.98
SEWER	\$ 9,398.16	\$ 78,102.70
*****REPORT TOTAL*****	\$ 68,941.99	\$ 215,235.28

- d. Set a date and time for a public hearing on a voluntary annexation application for a parcel owned by Robert Radke for 7:00PM on February 10, 2014 at 910 Main Street in Van Meter.
- e. Set a date and time for a public hearing on a voluntary annexation application for a parcel owned by Darrell and Joyce Jamison for 7:00PM on February 10, 2014 at 910 Main Street in Van Meter.
- f. Set a date and time for a public hearing on a voluntary annexation application for a parcel owned by MidAmerican Energy Company for 7:00PM on February 10, 2014 at 910 Main Street in Van Meter.
- g. Appoint Nancy Lacy to the Library Board to fill a term ending on June 30, 2016.
- h. Appoint Allan Adams to the Central Iowa Regional Housing Authority (CIRHA) Board and Kim Sacker as the alternate.

- i. Annual Staff 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

Lacy interrogated staff over the claims list then Sacker moved supported by Tweed to adopt and approve Resolution #2014-1, “A Resolution Adopting the Revised Consent Agenda.” Passed unanimously.

- 8) Mayor Adams asked City Engineer Bob Veenstra Jr. to present the proposed Certificate of Completion for the Richland Road Sanitary Sewer Project. Veenstra explained that the project was done and Knapp Properties were awaiting acceptance of the project by the City prior to extending service lines to the four lots affronting Richland Road. Moved by Lacy supported by Peterson to approve the Certificate of Completion. Passed unanimously.

- 9) Department/Committee Reports

Public Safety Director presented Assistant Fire Chief Chris Reha with a distinguished service award for his actions on a medical emergency on December 1st.

City Engineer Veenstra reported that the Site Certification Project was pending review.

City Administrator Anderson reported and he and Mayor Adams would like to hold a work session with the City Council to discuss orientation materials and goal setting.

- 10) Having no other business Mayor Adams asked for a motion to adjourn. Moved by Lacy supported by Sacker. Passed unanimously.

_____ Allan B. Adams, Mayor

ATTEST

_____ Liz Thompson, City Clerk

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

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
----- ACCOUNTS PAYABLE CLAIMS -----				
AG SOURCE LABORATORIES	WATER TESTING	48.00		
AMERICAN WATER WORKS ASSOC	MEMBERSHIP DUE 14/15	86.00		
AVENET LLC	EMAIL SETUP/SERVICE 2014	250.00		
BOB BROWN CHEVROLET	PUB WORKS TRUCK HANDLE	53.38		
BOBS AUTO PARTS	PUBLIC WORKS-VEH & SHOP	51.89		
CASEY'S GENERAL STORE	POLICE DEPT GAS	1,322.43		
CENTURY LINK	CITY HALL PHONE CHARGES	329.45		
CULLIGAN	WATER & RENTAL FEES	59.45		
DALLAS CO RECORDER	RESOLUTION & AFFIDAVIT	47.50		
DALLAS COUNTY NEWS	LEGAL PUBLICATIONS	366.41		
DELTA DENTAL	EMPLOYEE DENTAL INS	276.65	11178329	1/02/14
DES MOINES STAMP	NOTARY STAMP/CLAIM STAMP	106.85		
EFTPS	FED/FICA TAX	3,863.71	11178324	1/31/14
ELECTRONIC ENGINEERING	PORTABLE CHARGER	98.00		
HEARTLAND COOP	LP FOR CITY SHOP	940.00		
HURST & SONS CONTRACTORS	FINAL PAY	8,208.11		
IOWA FIREFIGHTER ASSOC	2014 11 X 19 FIRE FIGHTERS	209.00		
IPERS	IPERS	3,913.85	11178322	1/31/14
IPERS	PR IPERS 1-29-14	329.01	4,242.86	11178331 1/31/14
LOWE'S	OFFICE SUPPLIES/SHOP SUPPLIES	127.38		
MATHESON TRI GAS INC	OXYGEN	33.52		
MICHAEL PETERSON	IEMSA CONFERENCE	119.00		
MIDAMERICAN ENERGY	GAS/ELEC	3,111.46		
MUNICIPAL SUPPLY INC	100 GAL METER FOR PLS	229.80		
OFFICE DEPOT	PAPER, TAPE	131.75		
RHODES INC	ICE CONTROL SAND DELIVERED	843.32		
SQUARE, INC	CREDIT CARD ACCEPTANCE FEE	29.78	11178327	1/31/14
SOUTHWESTERN COMMUNITY COLLEGE	AEMT TRAINING TUITION & BOOKS	450.00		
THE HARTFORD	EMPLOYEE LIFE/DIS INS	235.57	11178330	1/06/14
TIM NEAL SIGNS & DESIGNS	FIRE TRUCK NUMBERING	136.50		
TREAS - STATE OF IOWA W/H	STATE TAXES	1,161.00	11178323	1/31/14
TREAS - STATE OF IOWA W/H	STATE W/H 1-29-14	98.00	1,259.00	11178332 1/31/14
UNITYPOINT CLINIC	DATA MEMBERSHIP DUES	30.00		
US POSTMASTER	UT BILLS/NEWSLETTERS	192.00	24414	1/31/14
WASTE CONNECTIONS	JAN & FEB CONTRACT	11,770.25		
WELLMARK	EMPLOYEE HEALTH INS	4,273.35	11178328	1/15/14
WELLS FARGO	ANNUAL SAFE BOX FEE	40.00	11178326	1/07/14
WHITFIELD & EDDY PLC	LEGAL SERVICES	587.50		
**** PAID	TOTAL *****	14,412.92		
**** SCHED	TOTAL *****	29,746.95		
**** OPEN	TOTAL *****			
**** ON HOLD	TOTAL *****			
***** REPORT TOTAL *****		44,159.87		

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

DEPT	DEPT NAME	TOTAL	CHECK#	DATE
	LIABILITIES	9,365.57		
	POLICE	888.59		
	EMERGENCY MANAGEMENT	13.11		
	FIRE	1,210.16		
	AMBULANCE	602.52		
	ROADS, BRIDGES, SIDEWALKS	2,735.54		
	STREET LIGHTING	.53		
	GARBAGE	11,770.25		
	LIBRARY	2,432.67		
	PARKS	69.91		
	CEMETERY	14.08		
	CLERK/TREASURER/ADM	492.83		
	LEGAL SERVICES/ATTORNEY	953.91		
	CITY HALL/GENERAL BLDGS	720.57		
	WATER	2,424.81		
	SEWER/SEWAGE DISPOSAL	10,464.82		

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

FUND	FUND NAME	TOTAL	CHECK#	DATE
001	GENERAL	20,357.34		
110	ROAD USE TAX	2,455.86		
112	EMPLOYEE BENEFITS	3,274.70		
182	LIBRARY TRUST FUND	1,841.93		
600	WATER	4,090.68		
610	SEWER	12,139.36		



CITY OF VAN METER

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

<u><i>Treasurer's Report</i></u>	
Book Balance, Beginning of Month:	\$1,145,807.28
Add: Total Revenues this Month: with transfers	\$54,672.06
Less: Total Expenditures this Month: with transfers	(\$297,123.95)
Add: Δ Liability	\$1,058.79
Book Balance End of Month:	\$904,414.18

<u><i>Bank Reconciliation</i></u>	
Checking Account Balance End of Month:	\$408,152.90
Less: Outstanding Transactions (Cash Report):	(\$20,950.10)
Adjusted Checking Account Balance:	\$387,202.80
Currency	
Petty Cash: (res Nov 2004)	\$100.00
Change Fund:	\$30.00
Total Currency:	\$130.00
Investments: (Interest for month included)	
IPAIT	
IPAIT – general	\$220,795.83
IPAIT – park	\$20,620.19
IPAIT – library	\$17,058.91
IPAIT – library/technology	\$1,187.07
IPAIT TOTAL:	\$259,662.00
Certificate of Deposit/ESB	\$250,000.00
Wells Fargo – savings acc't	\$15,102.92
Total Investments:	\$524,764.92
Total of Bank Statements End of Month	\$912,097.72

Difference:	\$7,683.54
Note(s): The balancing error is the result of withholdings being posted to improper periods. The issues is being resolved in cooperation with Data Technologies who maintains our accounting software.	

Verify: Mayor or Mayor Pro Tem:

CALENDAR 1/2014, FISCAL 7/2014

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001 GENERAL	92,727.40	12,788.07	38,482.61	1,058.79	68,091.65
049 VEHICLE INSPECTION FUND	38,491.91	.00	.00	.00	38,491.91
051 LIBRARY TECHNOLOGY FUND	649.89	.01	.00	.00	649.90
052 PW-VEHICLE REPLACEMENT	7,000.00	.00	.00	.00	7,000.00
053 FD-VEHICLE REPLACEMENT	8,000.00	.00	.00	.00	8,000.00
054 VEHICLE REPLACEMENT-POLI	5,631.25	.00	.00	.00	5,631.25
055 VEHICLE REPLACEMENT-FIRS	3,000.00	.00	.00	.00	3,000.00
056 TECHNOLOGY REPLACEMENT-L	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	3,039.81	140.00	150.00	.00	3,029.81
110 ROAD USE TAX	52,230.07	7,154.21	11,702.73	.00	47,681.55
112 EMPLOYEE BENEFITS	77,550.96	334.82	6,708.16	.00	71,177.62
119 EMERGENCY FUND	3,590.68	27.01	.00	.00	3,617.69
121 LOCAL OPTION SALES TAX	35,308.09	9,243.14	.00	.00	44,551.23
125 TIF-CR ESTATE	175,966.74	.00	21,175.00	.00	154,791.74
126 TIF-WH PINES SUBDIVISION	67,321.02	.00	.00	.00	67,321.02
127 TIF-POLK CO. BANK	39,176.44	.00	.00	.00	39,176.44
128 TIF-STANDBROUGH	.00	.00	.00	.00	.00
180 PARK TRUST FUND	25,287.33	.14	.00	.00	25,287.47
181 REC TRUST	.00	.00	.00	.00	.00
182 LIBRARY TRUST FUND	14,525.12	80.18	8,648.80	.00	5,956.50
183 VM COMMUNITY BETTERMENT	1,314.11	.00	35.00	.00	1,279.11
184 CDBG/HOUSING PROJECT	.00	.00	.00	.00	.00
185 REC CAPITAL FUND	212,919.59	.00	172,426.44	.00	40,493.15
186 SITE CERT PROJECT	179,362.71	.00	11,211.90	.00	168,150.81
200 DEBT SERVICE	45,312.41	253.90	.00	.00	45,566.31
205 DEBT SERVICE-WATER	2,145.34	.00	.00	.00	2,145.34
213 DEBT SERVICE-LIFT STATIO	778.48	.00	.00	.00	778.48
300 SIDEWALK CAPITAL PROJECT	25,029.61-	.00	.00	.00	25,029.61-
500 CEMETARY-PERPETUAL CARE	12,900.00	500.00	.00	.00	13,400.00
600 WATER	73,508.70	13,838.89	14,631.87	.00	72,715.72
606 WATER MAIN PROJECT	41,242.47	.00	.00	.00	41,242.47
610 SEWER	56,143.63-	10,311.69	11,951.44	.00	57,783.38-
612 DEBT SERVICE-SEWER LAGOO	.00	.00	.00	.00	.00
Report Total	1,145,807.28	54,672.06	297,123.95	1,058.79	904,414.18

MATERIALS STORED SUMMARY

Description	Number of Units	Unit Price	Extended Cost
Total			\$0.00

SUMMARY			
		Contract Price	Value Completed
Original Contract Price		\$ 159,881.55	\$ 157,677.30
Approved Change Order (list each)	1	\$ 5,800.00	\$ 5,800.00
	2	\$ 685.00	\$ 685.00
		\$	\$
Revised Contract Price		\$ 166,366.55	\$ 164,162.30
		Materials Stored	\$ 0.00
Value of Completed Work and Materials Stored			\$ 164,162.30
		Less Retained Percentage (5%)	\$ 0.00
Net Amount Due This Estimate			\$ 164,162.30
Less Estimate(s) Previously Approved	No. 1	\$ 94,984.06	
	2	\$	
	3	\$	
	4	\$	
	5	\$	
	6	\$	
		Total Previously Approved	\$ 155,954.19
Percent Complete	100%	Amount Due This Estimate	\$ 8,208.11

The amount **\$8,208.11** is recommended for final payment in accordance with the terms of the Contract.

Requested By: Hurst & Sons Contractors, Inc.	Recommended By: Veenstra & Kimm, Inc.	Approved By: City of Van Meter, Iowa
Signature	Signature	Signature
Title	Project Manager	Title
Date	Date	Date

Resolution # 2014-_____ “A Resolution to Transfer Funds”

Be it hereby resolved that the City Council of Van Meter, Iowa approves the following transfers:

\$30,525 from General (001) to Library Trust (182) per budget.

\$21,601.04 from General (001) to Sewer (610) for Richland Road Sanitary Sewer project.

\$2,758.48 from Road Use Tax (110) to Sidewalk Capital Project (300) for Safe Routes to School project.

\$3,617.69 from Emergency Fund (119) to General (001) per budget.

Passed and Approved this 10th Day of February 2014.

_____ Mayor Allan Adams

ATTEST:

_____ Liz Thompson, City Clerk

RESERVE POLICE PROGRAM

Policy

- 23.1 The goal of the Police Reserve Program is to provide an additional cadre of trained police personnel employing full police powers, as provided by the laws of the State of Iowa, to further the efforts of the Van Meter Police Department during routine and emergency operations and for any other law enforcement function as assigned by the Chief of Police.

Definitions

- 23.2 Reserve Officer: Any person who volunteers and accepts an appointment to less than a full time position, with compensation as prescribed by Iowa Code, and who is sworn, vested with authority to bear arms and make arrests and whose primary responsibility is the prevention and detection of crime or the enforcement of the criminal and traffic laws of the State of Iowa and the ordinances of the City of Van Meter.
- 23.3 Reserve Coordinator: A Sworn Van Meter Police officer designated by the Chief of Police to oversee and coordinate the Reserve Police Officer Program.

Responsibility

- 23.4 Reserve Coordinator is responsible for coordinating deployment of the Reserves depending on the current operational needs of the Department.
- 23.5 The Reserve Coordinator will conduct regular Reserve Officer Meetings and shall prepare periodic status reports on the Reserve Police Officer Program for the Chief of Police.
- 23.6 It is the responsibility of the Reserve Coordinator to maintain a personnel file and a training record for each Reserve Officer.
- 23.7 Each Reserve Officer will have current photos and fingerprints on file.
- 23.8 Each Reserve Officer will keep his/her address and telephone number current with the department.

Selection/Requirements

- 23.9 Reserve Officers shall possess the same minimum hiring requirements as full-time officers except for the physical agility test. Reserve Officers selection will be at the discretion of the Chief of Police upon the approval of the City Administrator and Mayor and Council. Reserve Officers must complete the Iowa Law Enforcement Reserve Academy and field training program upon selection. Reserve Officers must agree to and sign a non-disclosure agreement allowing for civil penalties for release of information or

any transfer of information by any means that is derogatory or inappropriate toward the City of Van Meter, its police department, employee's or representatives.

- 23.10 Retiring or resigning members of the Van Meter Police Department who are in good standing and desire to become Reserve Officers will request such status in their resignation or retirement letters. If the Chief of Police approves the request and upon approval by the Mayor and/or City Administrator, then changes of status will be annotated.
- 23.11 Retired or former members of the Van Meter Police Department who have been away from the department any amount of time and who wish to become a Reserve Officer must re-complete the hiring process from the beginning.

Training

- 23.12 The Reserve Coordinator is responsible for scheduling, coordination or providing of in-service training, scheduling assignments, disseminating information, and discussing unit business.
- 23.13 Reserve Officers are to be trained in use of force policy(s) and tested for weapons proficiency with the same frequency as full-time officers performing like functions. Reserve Officers must attend in-service training as that of full-time officers performing like functions which can include:
 - A. Mandatory training classes
 - B. Use of Force policies.
 - C. Annual demonstration of proficiency with firearms authorized to carry; Achieve a minimum of 4 hours firearms training every reporting period.
 - D. Legal updates,
 - E. Other required training
 - F. In-service training times may vary to accommodate the reserve officer program.
 - G. All Reserve Officers must complete the Field Training Officer Program under the same guidelines as full-time officers or as directed by the Chief of Police. Training shall be conducted by the FTO Instructor or other person as designated by the Chief of Police. At the sole discretion of the Chief of Police, a quickened version of the field training program may be available or waived for experienced, retiring, retired, or former officers of the Van Meter Police Department.

H. Police reservists not completing mandatory training classes will not be allowed to participate in the Reserve Officer Program.

Utilization

- 23.14 All Reserve officers will be subject to the same policies, procedures, rules, and regulations that pertain to fulltime, sworn police personnel except Chapter 17 Discipline & Discharge.
- 23.15 Reserve officers will function as a full-time Police Officer when on duty.
- 23.16 Reserve officers must work a minimum of sixteen (16) hours in a one (1) month period.
- 23.17 Reserve officers may be issued the same uniforms as those for full-time officers performing like functions.
- 23.18 Whenever possible, Reserve Officers may be issued equipment the same as full-time officers.
- 23.19 Members will maintain their issued equipment as required by Department policy.
- 23.20 Upon completion of the field training program and ILEA approved Reserve Officer Academy; Reserve Officers choosing to do so may be assigned to ride alone in a police vehicle by the Chief of Police. Reserve Officers choosing to ride with a Full-Time Officer shall be able to do so at the discretion of the Full-Time Officer. Any Full-Time Officer refusing to allow a reserve to ride with him/her must immediately explain his/her reasons in writing to the Chief of Police.
- 23.21 Reserve officers in good standing and qualified to do so may work contract overtime and grants at the discretion of the Chief of Police.
- 23.22 Reserve officers in good standing and upon prior approval by the Chief of Police may work fill-in shifts for full-time officers on training leave, vacation, illness, etc. as scheduled by a supervisor.
- 23.23 The Reserve Coordinator will monitor the hours worked by Reserve Officers.
- 23.24 When reporting for duty, each Reserve Officer will notify dispatch of such on duty time and off duty time. They shall maintain a dispatch and daily log the same as full-time sworn personnel.

Separations

- 23.25 At the time of termination or resignation, the Reserve Officer will return all city issued uniforms and equipment to the Reserve Coordinator.

23.26 Reserve Officers serve at the pleasure of the Chief of Police, and will not be governed by the same disciplinary procedures that govern full-time Officers. Decisions relative to their continued service will be at the sole discretion of the Chief of Police. The Mayor and/or City Administrator and the City Council may discipline or terminate reserve officers as appropriate in the absence of an appointed Chief of Police.

Restrictions

23.27 Reserve Officers as per Iowa Code are private citizens and may not take off-duty action at any time. A reserve officer should make every attempt to contact dispatch or any on-duty officer about the incident.

23.28 Reserve Officers will not engage in any activity or behavior by means of personal activities, employment or association that may bring discredit or criticism to the Van Meter Police Department. Reserve Officers will not exploit their association with the Department to promote political influence, for personal gain, or to seek personal publicity.

Liability

23.29 Reserve Officers should bear in mind that any inappropriate activities and/or actions taken while on duty may have criminal or civil consequences.

23.30 All Reserve Officers are expected to use good judgment, obey the law, conform to Departmental policies and procedures, and always remember that they represent the Van Meter Police Department to every person with whom they come into contact. Reserve Officers shall be covered under the City of Van Meter liability policy.

Credentials and Firearms

23.31 Reserve Officers will comply with all current department policies applicable to firearms, other weapons and use of force.

23.32 Reserve Officers will, concealed from public view, carry authorized badges and I.D. cards off-duty per departmental policy.

Duties and Responsibilities

23.33 Reserve Officers will thoroughly familiarize themselves with all Rules, Regulations, and Policies of the Van Meter Police Department.

23.34 Reserve Officers will treat all official business of the Department as confidential.

23.35 Reserve Officers are responsible for writing their own reports and attending all required court appearances in which they are subpoenaed.

- 23.36 Reserve Officers are obligated to fulfill all assignments to include extra duty details. Reserve Officers unable to work their assigned shift or an extra duty detail due to illness, injury, or a legitimate emergency will make immediate notification through the chain of command.
- 23.37 The Chief of Police may exempt a Reserve Officer from any assignment.
- 23.38 Reserve Officers will check with the Reserve Coordinator for any subpoenas or department related correspondence no less than once every five-business days.

Performance Evaluations

- 23.39 After release to limited or unlimited duty, the performance of Reserve Officers will be evaluated periodically by the Reserve Coordinator.
- 23.40 The Reserve Coordinator shall contact full-time officers for additional information, opinions, etc. related to the reserve officer.
- 23.41 Reserve Officers will be evaluated in the same manner as regular Police Officers.

Rank Structure

- 23.42 Reserve Officers will answer directly to the Reserve Coordinator and will be subordinate to any full-time officer.
- 23.43 The Chief of Police will determine duties for the Reserve Coordinator. This may include, but not limited to, scheduling, training, overseeing special events and taking on more functions at Reserve Officer meetings and activities.
- 23.44 Members will obey and respect the structure within the Reserve Program as they would of any sworn officer.
- 23.45 Insubordination will not be tolerated and will be grounds for immediate dismissal from the reserve program.
- 23.46 Any problems arising between a Reserve Officer and a Full-Time Officer should be discussed with a supervisor and taken up the chain of command as necessary.
- 23.47 Any Full-Time Officer has the right to relieve a Reserve Officer of duty for major offenses against the policies of this department. Any Full-Time Officer doing so should immediately contact a supervisor.

Financial Compensation for Reserve Officers

- 23.48 Reserve officers are expected to perform their duties on a voluntary basis at a payment of \$1.00 per calendar year as required by the code of the State of Iowa. In some special circumstances, reserve officers may be compensated financially (based on a scale of the current starting wage for new full-time officers).
- 23.49 To be eligible for financially compensated duty assignments, the reserve officer must be in good standing and have completed all of his/her normal reserve duty obligations (16 hours of volunteer shifts per month) or in cases of events at the beginning of a new month, show previous months of fulfilled reserve time obligations.
- 23.50 Certain events and police duties may be financially compensated upon approval of the Mayor and/or City Administrator and Chief of Police on an event-by-event basis.

Political Activity

- 23.51 **Reserve officers who chose to run for public office may do so. If they choose to run within the City of Van Meter they are prohibited from seeking or being elected to the position of Mayor. If they choose to seek this position they must resign from the police department as the Mayor is directly in the police department's chain of command. If they choose to seek the public office of Van Meter City Councilperson they may do so but are prohibited from voting on any matters related to the police, fire or EMS departments to maintain the ethics of the position of police officer.**

CITY OF VAN METER

Appointment/Reappointment Application

Instructions:

Please fill out this application as it relates to the position for which you are applying. You may include, as an attachment, additional information that you believe will help your candidacy. Failure to follow these instructions will result in your disqualification.

Applications are to be submitted in one of three ways.

- 1) In person at City Hall.
- 2) Mailed to City of Van Meter, PO Box 160, Van Meter, IA 50261
- 3) By email to janderson@cityofvanmeter.com

APPLICANT INFORMATION			
Last Name THOMPSON	First BRETT	M.I. A	Date 1-6-14
Street Address 2444 PINE CT		Apartment/Unit #	
City VAN METER	State IA	ZIP 50261	
Phone 515 669 0708	E-mail Address bt1071@gmail.com		
Position Applied for Parks + Rec board			
Have you ever been convicted of a felony? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If yes, explain			
EDUCATION			
High School VM			
From	To	Did you graduate? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Degree
College UNI			
From	To	Did you graduate? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Degree
Other			
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
EMPLOYMENT HISTORY			
Company WELLS FARGO			
Address			
Job Title			
Responsibilities			
From 1993	To present		
Company			
Address			
Job Title			
Responsibilities			
From	To		

OTHER HISTORY AND EXPERIENCE AS IT RELATES TO THE POSITION

Active volunteer at the rec complex for past few years.

REFERENCES

Please list three professional references.

Full Name	Relationship
Company	Phone ()

Full Name	Relationship
Company	Phone ()

Full Name	Relationship
Company	Phone ()

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to appointment or reappointment, I understand that false or misleading information in my application or interview may result in my release.

Bob Tjos

1-6-14

Signature

Date

Van Meter

tradition with a vision

CITY OF VAN METER

Appointment/Reappointment Application

Instructions:

Please fill out this application as it relates to the position for which you are applying. You may include, as an attachment, additional information that you believe will help your candidacy. Failure to follow these instructions will result in your disqualification.

Applications are to be submitted in one of three ways.

- 1) In person at City Hall.
- 2) Mailed to City of Van Meter, PO Box 160, Van Meter, IA 50261.
- 3) By email to janderson@cityofvanmeter.com

APPLICANT INFORMATION			
Last Name	Benton	First	Lisa
M.I.	A	Date	2-6-14
Street Address	105 Arlington		Apartment/Unit #
City	Van Meter	State	IA
Phone	515-865-8901	E-mail Address	lbenton@iowaheart.com
Position Applied for	Park & Rec Board		
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, explain
EDUCATION			
High School	Audubon Community School, Audubon, IA		
From	1979 To 1983	Did you graduate?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Degree Graduate HS
College	Jennie Edmundson School of Nursing, Council Bluffs, IA		
From	1983 To 1987	Did you graduate?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Degree Diploma Nursing
Other	Brace Land University, Independence, MO		
From	2003 To 2007	Did you graduate?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Degree Bachelors, Masters Nursing
EMPLOYMENT HISTORY			
Company	Iowa Heart Center		
Address	5880 University, West Des Moines, IA 50266		
Job Title	Nurse Practitioner		
Responsibilities	Patient Care Provider, Electrophysiology		
From	1994	To	present
Company	Midwest Cardiology		
Address	Des Moines, IA		
Job Title	Electrophysiology / Cardiac Nurse		
Responsibilities	Patient Care		
From	1990	To	1994



OTHER HISTORY AND EXPERIENCE AS IT RELATES TO THE POSITION

Have been involved in several community organizations such as Van Meter Educational Foundation + Van Meter Athletic Boosters. Have been involved in community as a Boy Scout Troop leader and Destination Imagination coordinator.

REFERENCES

Please list three professional references.

Full Name	Kim Sacker	Relationship	friend
Company	State of Iowa	Phone	(515) 229-9353
Full Name	Dr Steven J Bailing	Relationship	physician
Company	Iowa Heart Center	Phone	(515) 246-4696
Full Name	Lisa Truma	Relationship	
Company	City of Van Meter	Phone	(515) 468-9172

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to appointment or reappointment, I understand that false or misleading information in my application or interview may result in my release.

Signature  Date 2-6-14

CITY OF VAN METER

Appointment/Reappointment Application

Instructions:

Please fill out this application as it relates to the position for which you are applying. You may include, as an attachment, additional information that you believe will help your candidacy. Failure to follow these instructions will result in your disqualification.

Applications are to be submitted in one of three ways.

- 1) In person at City Hall.
- 2) Mailed to City of Van Meter, PO Box 160, Van Meter, IA 50261
- 3) By email to janderson@cityofvanmeter.com

APPLICANT INFORMATION

Last Name Booge First Richard M.I. J Date 1-8-14
Street Address 508 Main Apartment/Unit #
City Van Meter State Iowa ZIP 50261
Phone 515-210-6210 E-mail Address boogerich@msn.com
Position Applied for Rec Board member
Have you ever been convicted of a felony? YES NO If yes, explain

EDUCATION

High School Van meter
From 86 To 89 Did you graduate? YES NO Degree
College UNI
From 89 To 93 Did you graduate? YES NO Degree B.A.
Other
From To Did you graduate? YES NO Degree

EMPLOYMENT HISTORY

Company CB Construction
Address Newton
Job Title Foreman
Responsibilities
From 4-1-12 To present
Company The Underground Co.
Address Carlisle
Job Title Foreman
Responsibilities
From 4-1-02 To 4-1-13

OTHER HISTORY AND EXPERIENCE AS IT RELATES TO THE POSITION

Pitchers Club member 5 yrs.
City Council 4 yrs.
Booster Club - 8 yrs.

REFERENCES

Please list three professional references.

Full Name *Jake Anderson*
Company *City of Um*

Relationship *Boss*
Phone ()

Full Name *Liz Thompson*
Company *City of Um*

Relationship *Friend*
Phone ()

Full Name *Darren Durlinger*
Company *Um School*

Relationship *Friend*
Phone ()

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to appointment or reappointment, I understand that false or misleading information in my application or interview may result in my release.

Signature *Richard Gage*

Date *2-8-14*

Agenda Item #6 - Voluntary Annexation of Jamison's Parcel

Submitted for:

Action

Recommendation:

Approval

Sample Language:

Mayor: *Would staff please present the proposed annexation application.*

Staff: *Gives Presentation*

Mayor: *This is the time and place for the City Council to hear the public wishing to address the City Council with thoughts pertaining to the proposed annexation of Darrell and Joyce Jamison's parcel.*

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 5 minutes to read their comments into the record.

Mayor: *Does the Council wish to discuss the proposed annexation further? If now I would entertain a motion approving and adopting the resolution annexing the proposed.*

City Councilmember _____: *So moved.*

City Councilmember _____: *Second.*

Mayor: *Roll Call Please.*

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

Mayor: *The resolution is adopted and the property is annexed. Thank you.*

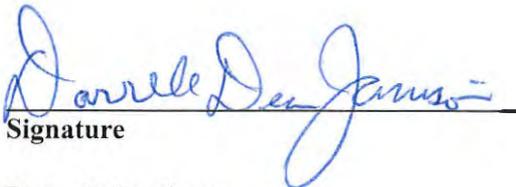
APPLICATION FOR VOLUNTARY ANNEXATION

To: City Council
City of Van Meter, IA
505 Grant Street, PO Box 160
Van Meter, IA 50261-0160

RE: 20AC BADGER CREEK WATER SHED NW SE
(add legal description)

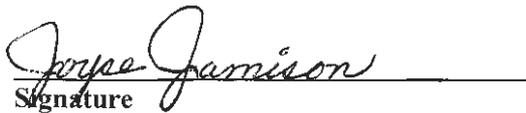
I hereby make application to the City of Van Meter, Iowa, to annex the land described above which is generally shown on the map attached hereto as Exhibit "A". In support of this application I represent and warrant as follows:

1. I am the sole owner(s) of the Land described above.
2. The Land is located in Dallas County, Iowa, and is not located within any incorporated city.


Signature

Date: 9/26/13

Darrell Jamison
Printed Name


Signature

Date: 9/26/13

Joyce Jamison
Printed Name


Signature

Date: 9/26/13

Julie Schroeder-Jamison
Printed Name



Google earth

© 2013 Google

Imagery Date: 9/14/2012 41°30'32.97" N 93°55'27.99" W elev 1022 ft eye alt 6837 ft

1994

365th Street

F90

"EXHIBIT A"

Mid-Am Power Station

Agenda Item #7 - Initiate Rezoning on Jamison's Parcel

Submitted for:

Action

Recommendation:

Approval

Sample Language:

Mayor: *Would staff please present the proposed action.*

Staff: *Gives Presentation*

Mayor: *Does the Council wish to discuss the proposed action further? If now I would entertain a motion initiating the re-zoning of the Jamison parcel just annexed.*

City Councilmember _____: *So moved.*

City Councilmember _____: *Second.*

Mayor: *Roll Call Please.*

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

Mayor: *The rezoning is initiated. Thank you.*

Agenda Item #8 - Voluntary Annexation of MidAmerican Energy Company's Parcel

Submitted for:

Action

Recommendation:

Approval

Sample Language:

Mayor: *Would staff please present the proposed annexation application.*

Staff: *Gives Presentation*

Mayor: *This is the time and place for the City Council to hear the public wishing to address the City Council with thoughts pertaining to the proposed annexation of MidAmerican's parcel.*

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 5 minutes to read their comments into the record.

Mayor: *Does the Council wish to discuss the proposed annexation further? If now I would entertain a motion approving and adopting the resolution annexing the proposed.*

City Councilmember _____: *So moved.*

City Councilmember _____: *Second.*

Mayor: *Roll Call Please.*

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

Mayor: *The resolution is adopted and the property is annexed. Thank you.*

APPLICATION FOR VOLUNTARY ANNEXATION

To: City Council
City of Van Meter, IA
505 Grant Street, PO Box 160
Van Meter, IA 50261-0160

RE: Booneville 161 kV Substation

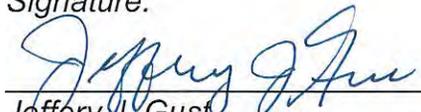
Legal Description:

A tract of land located in the Southeast Quarter (SE1/4) of Section Thirty-five (35), Township Seventy-eight (78) North, Range Twenty-seven (27) West of the 5th Principal Meridian, Dallas County, Iowa, described as follows: Commencing at the Southwest corner of said Southeast Quarter (SE1/4) of Section 35; thence North 1319.1 feet along the West line of said Southeast Quarter (SE1/4) of Section 35 to the Southwest corner of the Northwest Quarter (NW1/4) of the Southeast Quarter (SE1/4) of Section 35; thence South 88°44'East for a distance of 770.8 feet to the point of beginning (said point being on the South line of the Northwest Quarter (NW1/4) of the Southeast Quarter (SE1/4) of said Section (35); thence North 0°04' West for a distance of 1303.8 feet to the North line of the Southeast Quarter (SE1/4) of said Section 35; thence South 88°01'East for a distance of 1050.0 feet; thence South 0°05'East for a distance of 1290.7 feet, thence North 88°44' West for a distance of 1050.0 feet to the point of beginning; said track containing 31.25 acres, more or less.

MidAmerican Energy Company hereby makes application to the City of Van Meter, Iowa, to annex the land described above which is generally shown on the map attached hereto as "Exhibit A". In support of this application the undersigned represent and warrant as follows:

1. I am the duly authorized representative of the owner(s) of the Land described above.
2. The Land is located in Dallas County, Iowa, and is not located within any incorporated city.

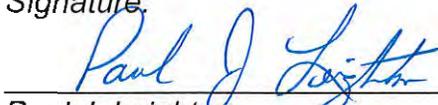
Signature:



Jeffery J. Gust
Vice President, Compliance & Standards

Date: 12/6/13

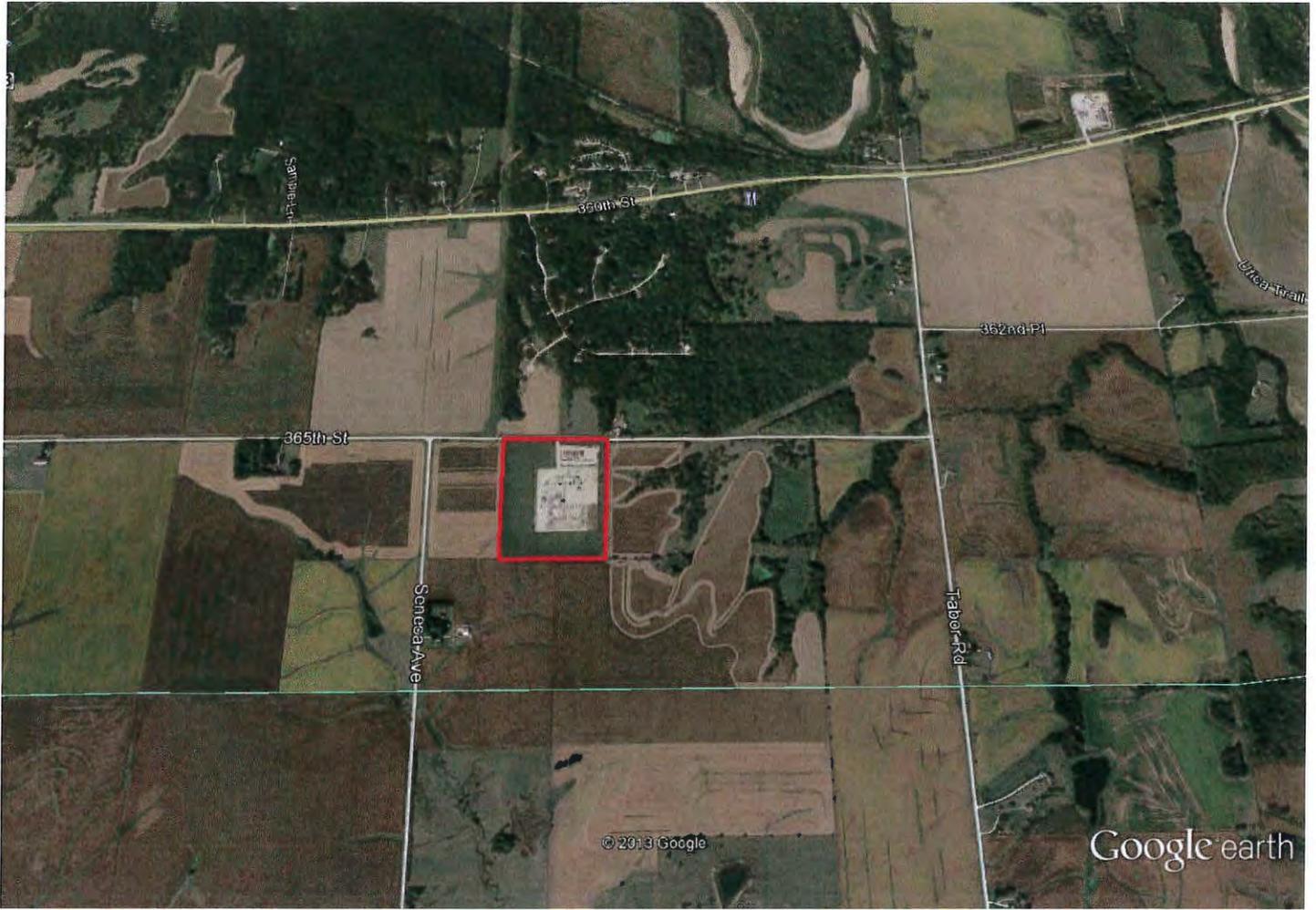
Signature:



Paul J. Leighton
Vice President & Corporate Secretary

Date: 12/6/13

"EXHIBIT A"



Google earth



Agenda Item #9 - Initiate Rezoning on MidAmerican's Parcel

Submitted for:

Action

Recommendation:

Approval

Sample Language:

Mayor: *Would staff please present the proposed action.*

Staff: *Gives Presentation*

Mayor: *Does the Council wish to discuss the proposed action further? If now I would entertain a motion initiating the re-zoning of the MidAmerican parcel just annexed.*

City Councilmember _____: *So moved.*

City Councilmember _____: *Second.*

Mayor: *Roll Call Please.*

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

Mayor: *The rezoning is initiated. Thank you.*

Agenda Item #10 - Voluntary Annexation of Robert Radke's Parcel

Submitted for:

Action

Recommendation:

Approval

Sample Language:

Mayor: *Would staff please present the proposed annexation application.*

Staff: *Gives Presentation*

Mayor: *This is the time and place for the City Council to hear the public wishing to address the City Council with thoughts pertaining to the proposed annexation of Radke's parcel.*

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 5 minutes to read their comments into the record.

Mayor: *Does the Council wish to discuss the proposed annexation further? If now I would entertain a motion approving and adopting the resolution annexing the proposed.*

City Councilmember _____: *So moved.*

City Councilmember _____: *Second.*

Mayor: *Roll Call Please.*

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

Mayor: *The resolution is adopted and the property is annexed. Thank you.*

APPLICATION FOR VOLUNTARY ANNEXATION

To: City Council
City of Van Meter, IA
505 Grant Street, PO Box 160
Van Meter, IA 50261-0160

RE: BADGER CREEK Watershed SE SW
035-078-027

(add legal description)

(property address if available)

I hereby make application to the City of Van Meter, Iowa, to annex the land described above which is generally shown on the map attached hereto as Exhibit "A". In support of this application I represent and warrant as follows:

1. I am the sole owner(s) of the Land described above.
2. The Land is located in Dallas County, Iowa, and is not located within any incorporated city.

Robert Radke
Signature
Robert Radke
Print Name

Date: 10-08-13

Signature

Print Name

Date: _____



Google earth



Agenda Item #11 - Initiate Rezoning on Radke's Parcel

Submitted for:

Action

Recommendation:

Approval

Sample Language:

Mayor: *Would staff please present the proposed action.*

Staff: *Gives Presentation*

Mayor: *Does the Council wish to discuss the proposed action further? If now I would entertain a motion initiating the re-zoning of the Radke parcel just annexed.*

City Councilmember _____: *So moved.*

City Councilmember _____: *Second.*

Mayor: *Roll Call Please.*

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

Mayor: *The rezoning is initiated. Thank you.*

Agenda Item #12 - Reconsideration of Council Committee Assignments

Submitted for:

Discussion/Action

Recommendation:

Amend/Approve

Sample Language:

Mayor: *Does the Council wish to amend the Council Committee Assignments? If so I would entertain a motion to revise the Committee Assignments.*

City Councilmember _____: *So moved.*

City Councilmember _____: *Second.*

Mayor: *Roll Call Please.*

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

Mayor: *The committees are revised. Thank you.*

**THE VAN METER CITY COUNCIL COMMITTEES AND
LIAISON ASSIGNMENTS
2014**

Mayor: Allan Adams

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

City Council Committees and Liaison Assignments (Chair Listed First): The City Council committees/liaison 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, Sacker, 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.

*As the ranking Councilmember on the Policy Committee Sacker represents Van Meter at the Metro Advisory Committee (MAC) Meetings.

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.

Public Safety – Adams, Stump, Sacker

Reviews policy, plans, projects, and issues involving the Police and Fire departments, First Responders, E911 and Disaster Services. Attends Public Safety Department business meetings, E911 Board meetings, Emergency Management Commission meetings and reports back to the Council on public safety activities.

* By statute the Mayor Adams serves on the Emergency Management Commission and in turn is the default representative to the E911 Board.

* Councilman Lacy serves and the alternate to the E911 Board.

Public Works/Infrastructure – Lacy, 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 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. Attends Library Board meetings, Park Board meetings, 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.

Agenda Item #13 - Appoint Mike Peterson as a Reserve Officer

Submitted for:

Action

Recommendation:

Approval

Sample Language:

Mayor: Would staff please present he proposed appointment?

Staff: *Gives Presentation*

Mayor: *Does the Council wish to discuss further the proposed appointment. If not I would entertain a motion to approve the appointment.*

City Councilmember _____: *So moved.*

City Councilmember _____: *Second.*

Mayor: *Roll Call Please.*

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

Mayor: *The appointment approved. Thank you.*

Agenda Item #14 - 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

Van Meter Public Library January 2014

Items Circulated 981

ebooks checked out 35

Rural route 107 open access 51

Number of citizens through the library door for services 837

News card holders 6 city 5 open access 1

New titles added to the collection 93 (20 new and 73 donated)

Inter library loans 89 requested 7 filled

Fines received \$4.34 and \$20.00 to replace a book

\$3, 545.71 received from Dallas County for rural route

SILO Database deletions 50

Adult Winter Reading contest is going well – we have about 20 adults participating

Book club canceled because of bad weather – we still moved on to a new read

Sci-Fi/Fantasy book lovers club 13-15 attended

Dallas County Conservationists gave a program for the kids

Wednesdays at 10 am – story time

After school program daily – our theme was super heroes – we had Robin and Wonder Woman cutouts in the library.

In the crocheting group we learned granny squares.

We have had a great number of books and movies donated in January.

Our new Trustee Board member is Nancy Lacy.

Jolena Welker



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VAN METER DEPARTMENT OF PUBLIC SAFETY

“Serving the Community”

VAN METER DEPARTMENT OF PUBLIC SAFETY MONTHLY ACTIVITY REPORT MONTH OF JANUARY 2014

VAN METER FIRE DEPARTMENT ACTIVITY REPORT

2014-0001 I-180/114MM ACCIDENT WITH INJURIES

REPORT OF A PICKUP ACROSS THE MEDIAN IN THE JERSEY BARRIER OCCUPIED. UPON ARRIVAL THE TRUCK HAD BEEN THERE FOR SEVERAL DAYS AND WAS UNOCCUPIED.

2014-0002 320 WILSON ST. MEDICAL

73 YOA MALE REPORTING DIFFICULTY BREATHING AND HE WAS TRANSPORTED BY D.C. AMBULANCE.

2014-0003 34968 VINTAGE TRAIL 2ND ALARM ASSISTANCE

WAUKEE FIRE REQUESTED AUTOMATIC MUTUAL AID ON A GARAGE STRUCTURE FIRE. UPON ARRIVAL THE ATTACHED THREE CAR GARAGE WAS FULLY INVOLVED. THE FIRE WAS CONTAINED TO THE GARAGE. THIS WAS EVENTUALLY A SIX ALARM FIRE WITH AGENCIES FROM WAUKEE, VAN METER, ADEL, DESOTO, URBANDALE AND WEST DES MOINES RESPONDING.

2014-0004 1218 BADGER CREEK RD. MEDICAL

FEMALE HAVING DIFFICULTY BREATHING.

2014-0005 218 GRANT ST. MEDICAL

ELDERLY FEMALE'S LIFELINE ACTIVATED FOR A FALL. UPON ARRIVAL SHE WAS IN BED AND OK.

2014-0006 2445 TRACY AVE. MEDICAL

67 YOA FEMALE HAS A SURGICAL WOUND THAT HAS OPENED UP. D.C. AMBULANCE TRANSPORT.

2014-0007 28925 360TH ST. #18 BOONEVILLE, IA MEDICAL

FEMALE WITH DIFFICULTY BREATHING (NO VMFD EMS RESPONSE)

2014-0008 534 PLEASANT ST. MEDICAL

ELDERLY FEMALE HIT HER LIFELINE. EVERYTHING WAS OKAY.

2014-0009 I-80/114 MM MOTOR VEHICLE ACCIDENT

DCSO DISPATCH TO A SINGLE VEHICLE INTO THE GUARDRAIL. UPON ARRIVAL ISP ON THE SCENE.

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2014-0010 120 VAN BUREN DR. MEDICAL

ELDERLY FEMALE LIFELINE ACTIVATED. SHE WAS OKAY.

2014-0011 I-80/115MM FIRE

DCSO DISPATCH TO ACTIVE GRASS FIRE. FIRE EXTINGUISHED.

VAN METER POLICE DEPARTMENT ACTIVITY REPORT

2014-0001 I-180/114MM ACCIDENT WITH INJURIES

REPORT OF A PICKUP ACROSS THE MEDIAN IN THE JERSEY BARRIER OCCUPIED. UPON ARRIVAL THE TRUCK HAD BEEN THERE FOR SEVERAL DAYS AND WAS UNOCCUPIED.

2014-0002 320 WILSON ST. MEDICAL

73 YOA MALE REPORTING DIFFICULTY BREATHING AND HE WAS TRANSPORTED BY D.C. AMBULANCE.

2014-0003 615 ELM ST. UTILITIES NOT WORKING

RESIDENT LEFT HOME AND RETURNED TO FIND HIS WATER WAS NOT ON. I ADVISED HIM THAT THERE WAS A WATER MAIN BREAK AND SOON AS PUBLIC WORKS HAD IT FIXED THE WATER WOULD BE BACK ON.

2014-0004 GRAND AVE/PLEASANT ST. ANIMAL COMPLAINT

THE HUSKY AT THIS ADDRESS HAS BEEN OUT IN THE COLD FOR HOURS. I CONTACTED THE OWNER AND ADVISED THEM TO BRING THE DOG INSIDE.

2014-0005 VMPD SALE OF CONTROLLED SUBSTANCES

A RESIDENT REPORTED THAT HER SEVENTEEN YEAR OLD SON WAS GIVEN LSD BY A RESIDENT. SUBSEQUENT INVESTIGATION LED TO THE ARREST AND CHARGING OF INDIVIDUALS WITH THE FOLLOWING:

3 COUNTS CLASS B FELONY DISTRIBUTION OF A CONTROLLED SUBSTANCE TO A MINOR
2 COUNTS THEFT 5TH
1 COUNT POSSESSION OF A CONTROLLED SUBSTANCE
1 COUNT POSSESSION OF DRUG PARAPHERNALIA

2014-0006 VMPD PRISONER TRANSPORT

TRANSPORTED SUBJECT FROM ABOVE ARREST TO DALLAS COUNTY JAIL.

2014-0007 218 GRANT ST. MEDICAL

ELDERLY FEMALE'S LIFELINE ACTIVATED FOR A FALL. UPON ARRIVAL SHE WAS IN BED AND OK.

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2014-0008 100 BLK 2ND ST. THEFT 5TH

AS PART OF THE DRUG INVESTIGATION I LOCATED A STOLEN SIDEWALK CLOSED SIGN. THE SIGN BELONGS TO DENNIS CARTER. IT WAS RECOVERED AND A REPORT COMPLETED ON THE THEFT.

2014-0009 2445 TRACY AVE. MEDICAL

67 YOA FEMALE HAS A SURGIAL WOUND THAT HAS OPENED UP. D.C. AMBULANCE TRANSPORT.

2014-0010 VAN METER SCHOOLS 911

DCSO DISPATCH TO A STATIC ON THE LINE 911 CALL AT THE SCHOOL FROM THE TRAILERS. THIS IS A CONTINUING PROBLEM I HAVE BEEN DEALING WITH KELLY BELL AT THE SCHOOL.

2014-0011 VAN METER SCHOOLS 911

DCSO DISPATCH TO A STATIC ON THE LINE 911 CALL AT THE SCHOOL FROM THE TRAILERS. THIS IS A CONTINUING PROBLEM I HAVE BEEN DEALING WITH KELLY BELL AT THE SCHOOL.

2014-0012 VETERANS CEMETARY PUBLIC ASSIST REQUEST

THE GROUNDS DIRECTOR REQUESTED THAT I ASSIST WITH CHECKING THE GROUND WARMER AT THE CEMETARY AS IT IS PROPANE OPERATED AND THE WIND IS BAD. I CHECKED IT THROUGH OUT THE EVENING AND HE CAME IN AT 0200 TO WATCH IT.

2014-0013 WEST & OLD CHEVY GARAGE SUSPICIOUS VEHICLE

JESSE MAFFIN CALLED REPORTING A CAR PARKED RUNNING OCCUPIED IN FRONT OF THE OLD CHEVY GARAGE AT 0310 HOURS. UPON ARRIVAL THE CAR WAS OFF AND EMPTY.

2014-0014 534 PLEASANT ST. MEDICAL

ELDERLY FEMALE HIT HER LIFELINE. EVERYTHING WAS OKAY.

2014-0015 320 WILSON ST. ANIMAL COMPLAINT

THE RESIDENT AT THIS LOCATION COMPLAINING ABOUT THE DOG AT 405 MAIN STREET DEFACATING IN HIS YARD. HE WANTED ME TO SPEAK TO OWNER BUT NOT CITE. I SPOKE WITH THE OWNER ABOUT KEEPING THE DOG IN THEIR YARD.

2014-0016 121 S. HAZEL ST. FOUND PROPERTY

A RESIDENT FOUND A CELLULAR TELEPHONE ON THE PARKING LOT OF THE APARTMENT COMPLEX. I LOCATED THE OWNER AND RETURNED THE TELEPHONE.

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TRAFFIC ENFORCEMENT

WRITTEN WARNINGS:

CRUZ D. SANDUSKY FOR NO LICENSE PLATE LIGHT
ELDONNA SKAHILL FOR EXCESSIVE SPEED
JENNA L. SWAIN FOR FAIL TO OBEY STOP SIGN
CATHERINE J. MCKNIGHT FOR EXCESSIVE SPEED
JAMES R. FOLKERTS FOR FAIL TO OBEY STOP SIGN
FRANCIS E. CHRISTENSON FOR FAILURE TO HAVE PROPER HEADLAMPS

CITATIONS:

CATHERINE J. MCKNIGHT FOR OPERATION WITHOUT REGISTRATION
NICOLO TONELLI FOR EXCESSIVE SPEED 68/25 AT CASEY'S
CHRISTIAN A. HUGHES FOR FAIL TO OBEY STOP SIGN
JEANICE ANDERSON FOR FAIL TO OBEY STOP SIGN
JEANICE ANDERSON FOR EXCESSIVE SPEED 41/25
WHITNEY JONES FOR FAIL TO OBEY STOP SIGN
CHERYL KURIMSKI FOR EXCESSIVE SPEED

FINANCIAL UPDATE

The fire & police command have requested approval of expenditure for the following items for this month's council consent agenda:

- A, \$9.52 for KY Jelly from Hy-Vee for use with airway tubes to ensure easy insertion. Cpt. Peterson & Feldman went through the rescue and removed any out of date items. This was the only emergent purchase necessary and the credit card was used to make the purchase. This will not be on the consent agenda separately.
- B. \$209.00 for membership for each firefighter in the Iowa Firefighters Association at a cost of \$11.00 per firefighter. We have a current total roster of 19 DPS Personnel up from 12.
- C. \$450.00 to Southwest Community College for Officer Carter to take a bridge course to obtain his Iowa E.M.T. certification. This cost will be reimbursed to the city by Dallas County.
- D. \$53.00 to Electronic Engineering for a portable radio charger. Chief Bruen's charger needed to be replaced for his portable radio.

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E. \$45.00 to Electronic Engineering for pager batteries. This cost has already been approved and was paid in a check that was combined accidentally with an item previously paid for thus we need to issue payment for just this item. This bill does not require approval again.

F. \$80.00 to Michael Peterson reimbursement for his personal payment of registration fees to IEMSA for his continuing education hours at the UH-OH! PED's! Conference. This cost may be reimbursed to the city by Dallas County.

G. \$39.00 to Michael Peterson reimbursement for his personal payment of registration fees to DMAACC for his bridge course from the old EMT-B to the new Iowa EMT.

H. \$33.52 to Matheson Gas for Oxygen tank rentals.

I. \$7.00 to Casey's General Store for carwash for P800 before decaling. Charged to credit card.

J. \$22.90 to Des Moines Stamp Company for Notary Stamp for Chief Daggett.

K. \$255.00 to Adams Door Co. for a lower overhead door panel and seal. Dave Herman and Chad replaced a rusted out bottom overhead door panel in the fire station.

L. \$136.45 to Tim Neal Signs and Designs for FD apparatus lettering and signs for overhead doors as part of the new numbering system.

- Captain Peterson is speaking with Dallas County about reimbursing all training costs for the medics for FY 2013.

ADMINISTRATIVE UPDATE

The fire & police command have worked on the following issues during the month of June related to management of Department of Public Safety operations:

1. Condolences – The members of the Van Meter Department of Public Safety would like to extend our prayers and condolences to Council Member Michael Peterson and his wife Stacie upon the death of her grandfather. It was our honor to provide the funeral escort for her grandfather to the Van Meter Cemetery.
2. New Numbering System - As part of the January transition from an elected Fire Chief to an appointed Chief a new numbering system was implemented for all DPS apparatus and personnel. This system aligned the command staff structure, allows for ten reserve officer positions as allocated by the council, allows all members to have an identification number and leaves open numbers for additional apparatus as growth may occur in the community and the departments.
3. The policy committee will be receiving new ordinances in February for consideration and discussion. These are a fire department charging ordinance, weight limit ordinance specifically an embargo ordinance and a social host ordinance.

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4. I have implemented a request for community members that want to serve on a Public Safety Advisory Committee. I am seeking community members who can provide input into future programming and direction of the Department of Public Safety. In addition to the council members assigned to the public safety committee who I will ask to participate I have asked Jeannine Gilmore the first assistant county attorney and Rhonda Davis-Baldwin to serve on the advisory committee. I am seeking three other members for a committee of seven. This helps bring the community into the department and gives them input.
5. Citation Issuance – Starting January 1st of this year all traffic citations are being written under city ordinance. The city will receive 90% of the fines collected. This is a pilot program to see if the cost of issuing and prosecuting our own citations is cost effective.

As always if you have any questions or concerns let me know. I invite each of you to come and ride or spend time with me at the schools seeing how your police department works. In addition, you are welcome to spend time with the men and women of your fire and EMS services.

Respectfully Submitted,

William J. Daggett

William J. Daggett
Chief of Police (Director of Public Safety)

“SERVING THE COMMUNITY”

**IAMU Safety Group Insurance Program -- Notice of 2014 Safety Group Dividend
Van Meter
January 10, 2014**

The IAMU Insurance Committee has authorized Safety Group dividend distribution totaling \$1.1 million. The payments represent one more way that community-owned, locally-controlled utilities serve their rate-payers through joint action **Van Meter** will receive payment of **\$1190**.

As part of the distribution, **Van Meter** will also receive credit for **2 Risk Management Incentive Coupons** to encourage you to take advantage of the safety training and other risk management services we offer. We carefully track the coupons by number and recipient, so this year we will also convert the coupons to an electronic form. You will be able to use the coupons without having to physically transmit them. You will need to indicate the number of coupons used on invoices when remitting payment. The coupons may be used as payment for IAMU Meetings and workshops that include instruction in safe working procedures, compliance with environmental regulation and other topics related to insured risks. The coupons may also be used for our Job Training and Safety Services and related compliance publications. (Please Note that last year's coupons are good through the end of February, 2014-we urge to use them or pass them along to a department that will.)

If you would like to learn more about how the dividend is calculated and distributed, please call Karen at IAMU 515/289-1999. *(Please forward this notice to other officials, as appropriate.)*

Agenda Item #10 - 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.*