

**-NOTICE OF A PUBLIC MEETING-**  
**Governmental Body: Van Meter City Council**  
**Date of Meeting: Monday, April 14, 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 March 10 and April 9, 2014 council meetings
  - b. March Claims list
  - c. March Financial Statement/Quarterly Investment Report
  - d. Approve the insurance renewal with EMC
  - e. Set a date for a public hearing on an ordinance increasing utility rates for May 12, 2014 at 7:00PM at the Veterans Reception Center, 910 Main Street.
6. A public hearing and possible action on a proposal to discontinue the practice of fluoridating the public water supply.
7. A presentation of the Examination for Fiscal Year Ending June 30, 2013. – Brian Brustkern, State Auditor’s Office.
8. 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
9. Adjourn

# Agenda Item #1 - Call to Order

Submitted for:

Recommendation:

Sample Motions:

Mayor: *The time is Seven O'clock PM on Monday, April 14, 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, March 10, 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: Bob Lacy, Kim Sacker, Elizabeth Tweed, and Mike Peterson. Councilmember Owen Stump was absent.

Staff present: City Administrator Jake Anderson, City Attorney Erik Fisk, City Engineer Bob Veenstra, Public Safety Director William Daggett, and Police Reserve Officer Chris Boswell, Librarian Jolena Welker.

Members of the public present were Rachel Backstrom, Cathy Dodson, Nyla Peeler, Chris Pose (MidAmerican) and Bob Richards.

- 2) Mayor Adams asked for a motion to approve the agenda. Motioned by Lacy supported by Peterson. Passed unanimously by those present.
- 3) Introductions were made.
- 4) Mayor Adams opened the citizens hearing. Cathy Dodson addressed the Council with concerns regarding fluoridation of the City’s water. Hearing no further citizen comments 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, “A Resolution Adopting the Revised Consent Agenda.” which included the following:
  - a. Minutes of February 10, and March 3, 2014 City Council Meeting Minutes.
  - b. February Claims list

Vendor	Reference	Amount
ACCO	Water Chemicals	\$ 282.00
Adams Door Company	Fire Bay Door	\$ 255.00
Ag Source Laboratories	Water Testing	\$ 48.00
All American Turf Beauty	Lagoon Vegetation Control	\$ 914.43
Arnold Motor Supply	Pw Wipers 96 Chevy	\$ 28.96
Bob Lacy	Mileage To Waukee	\$ 12.32
Bobs Auto Parts	Floor Dry/Peat Moss	\$ 60.29
Care	Stuff Mar Ut Bills/Newsletters	\$ 50.00
Casey's General Store	Gas/Merch	\$ 999.11
Cengage Gale	Book	\$ 18.20
Century Link	Library Phone	\$ 334.66
City Of Des Moines	Metro Advisory Council Dues	\$ 250.00
City Of Van Meter	Flowers For Planters	\$ 63.00
Culligan	5 Gal WA/Auto Rental	\$ 65.70
Dallas County News	Legal Publications	\$ 518.38
Danko	Fire Helmets	\$ 722.85
Data Technolgoies Inc	UB Ach Fee	\$ 50.00
Delta Dental	Employee Dental Ins	\$ 313.82
Dept Of Adminsitrative	Dec/Jan CPM Training Fee	\$ 500.00

EFTPS	Fed/FICA Tax	\$ 3,029.24
EFTPS	Fed/FICA Tax	\$ 3,179.93
Hawkeye Truck Equipment	Pw Blade Cutting Edge	\$ 217.00
Heartland Coop	LP For Water Shed And Shop	\$ 1,196.58
Ia Assoc Of Municipal Ut	14-15 Water Dues	\$ 477.94
ILEA	MMPI Bolles	\$ 180.00
Imaging Technologies	Contract Billing	\$ 366.30
Iowa State University	Fire Fighter Class/Handbook	\$ 512.50
IPERS	IPERS	\$ 3,732.85
Lowe's	Office Supplies	\$ 37.81
Matheson Tri Gas Inc	Oxygen	\$ 30.76
Methodist OC/Health & Wellness	Drug Screening	\$ 148.50
Midamerican Energy	Gas And Elec	\$ 2,732.20
Morris Excavating Ltd	Division St Water Main Break	\$ 300.00
Office Depot	Paper, Pens, Post It Notes	\$ 111.74
Petty Cash	Library Office Expenses	\$ 60.66
Rhodes Inc	Ice Control Sand	\$ 578.59
Square, Inc	Credit Card Acceptance Fee	\$ 18.25
The Hartford	Employee Life/Dis Ins	\$ 235.57
Treas - State Of Iowa W/H	State Taxes	\$ 1,124.00
Truck Equipment Inc	Cutting Edge 96 Chevy	\$ 194.40
Unitypoint Clinic	Drug Testing	\$ 74.00
Us Postmaster	Po Box Fee Rec Foundation	\$ 17.00
Us Postmaster	March Ut Bills/Newsletters	\$ 329.16
Veenstra & Kimm Inc	Professional Services	\$ 743.35
Verizon Wireless	Cell Phone Services	\$ 365.22
Waste Connections	Garbage Contract	\$ 5,846.35
Wellmark	Employee Health Ins	\$ 4,273.35
Wells Fargo Cc	Conferences	\$ 1,314.92
Whitfield & Eddy Plc	Legal Services	\$ 2,460.00
Zach Clear	CPR Class	\$ 52.00
***** Report Total *****		\$ 39,426.89

c. February Financial Statement

Fund	Receipts	Disbursements
General	51,239.70	69,844.42
Library Technology Fund	0.01	0.00
Road Use Tax	9,647.40	8,092.86
Employee Benefits	571.27	5,199.60
Emergency Fund	46.05	3,617.69
Local Option Sales Tax	9,243.14	0.00
TIF-Cr Estate	1.52	0.00
Park Trust Fund	0.15	0.00
Library Trust Fund	34,070.89	5,803.32
VM Community Betterment	0.00	35.00

Site Cert Project	0.00	498.35
Debt Service	433.33	0.00
Sidewalk Capital Project	25,029.61	0.00
Water	14,061.45	9,525.91
Sewer	24,171.52	16,358.38
*****Report Total*****	168,516.04	118,975.53

- d. Approval of a liquor license application for Legends Fieldhouse Bar and Grill at 420 Mill Street.
- e. Approval of amended Council Committee/Liaison Assignments.

Peterson moved supported by Sacker to adopt and approve Resolution #2014-7, “A Resolution Adopting the Revised Consent Agenda.” Passed unanimously by those present.

- 6) Mayor Adams asked City Administrator Jake Anderson to present the proposed budget for fiscal year ending June 30, 2015. Anderson highlighted the major components of the budget. Mayor Adams opened the public hearing on the proposed budget. Library Board President Rachel Backstrom voiced concerns about proposed cuts. Hearing no further public comment Mayor Adams closed the public hearing and asked for a motion approving and adopting the budget as it was recommended by the Administrator. Moved by Lacy supported by Sacker. Passed unanimously by those present.
- 7) Mayor Adams asked City Administrator Jake Anderson to present the proposed ordinance amending the code of ordinances rezoning a certain parcel owned by Robert Radke. Anderson explained that the parcel was annexed by the City last month and upon annexation the City Council took further action to initiate the rezoning of the property from Ag to Business Park. Anderson further explained that the Planning and Zoning Commission has reviewed the proposed rezoning and is recommending to the City Council approval and adoption. Mayor Adams opened the public hearing on the first reading of the proposed ordinance. Hearing no public comment and having received none in writing Mayor Adams closed the public hearing and asked for a motion to approve the first reading of the proposed ordinance. Moved by Lacy supported by Tweed. Passed unanimously by those present. Mayor Adams asked if there was interest in waiving the second reading of the proposed ordinance. Moved by Lacy supported by Tweed to waive the second reading. Passed unanimously by those present. Mayor Adams asked if there was interest in waiving the third reading of the proposed ordinance. Moved by Lacy supported by Tweed to waive the third reading of the proposed ordinance. Mayor Adams asked for a motion to approve and adopt the proposed ordinance. Moved by Lacy supported by Tweed to approve and adopt Ordinance 242 rezoning the parcel owned by Robert Radke from Ag to Business Park. Passed unanimously by those present.
- 8) Mayor Adams asked City Administrator Jake Anderson to present the proposed ordinance amending the code of ordinances rezoning a certain parcel owned by Darrel and Joyce Jamison together with Julie Schroder-Jamison. Anderson explained that the parcel was annexed by the City last month and upon annexation the City Council took further action to initiate the rezoning of the property from Ag to Business Park. Anderson further explained that the Planning and Zoning Commission has reviewed the proposed rezoning and is recommending to the City Council approval and adoption. Mayor Adams opened the public hearing on the first reading of the proposed ordinance. Hearing no public comment and having received none in writing Mayor Adams closed the public hearing and asked for a motion to approve the first reading of the proposed ordinance. Moved by Lacy supported by Tweed. Passed unanimously by those present. Mayor Adams asked if there was interest in waiving the second reading of the proposed ordinance. Moved by Lacy supported by Tweed to waive the second reading. Passed unanimously by those present. Mayor Adams asked if there was interest in waiving the third reading of the proposed ordinance. Moved by Lacy supported by Tweed to waive the third reading of the proposed ordinance. Mayor Adams asked for a motion to approve and adopt the proposed ordinance. Moved by Lacy supported by Tweed to approve and adopt Ordinance 243 rezoning the parcel owned by Darrel and Joyce Jamison together with Julie Schroder-Jamison from Ag to Business Park. Passed unanimously by those present.
- 9) Mayor Adams asked City Administrator Jake Anderson to present the proposed ordinance amending the code of ordinances rezoning a certain parcel owned by the MidAmerican Energy Company. Anderson explained

that the parcel was annexed by the City last month and upon annexation the City Council took further action to initiate the rezoning of the property from Ag to Major Utilities. Anderson further explained that the Planning and Zoning Commission has reviewed the proposed rezoning and is recommending to the City Council approval and adoption. Mayor Adams opened the public hearing on the first reading of the proposed ordinance. Hearing no public comment and having received none in writing Mayor Adams closed the public hearing and asked for a motion to approve the first reading of the proposed ordinance. Moved by Lacy supported by Tweed. Passed unanimously by those present. Mayor Adams asked if there was interest in waiving the second reading of the proposed ordinance. Moved by Lacy supported by Tweed to waive the second reading. Passed unanimously by those present. Mayor Adams asked if there was interest in waiving the third reading of the proposed ordinance. Moved by Lacy supported by Tweed to waive the third reading of the proposed ordinance. Mayor Adams asked for a motion to approve and adopt the proposed ordinance. Moved by Lacy supported by Tweed to approve and adopt Ordinance 244 rezoning the parcel owned by the MidAmerican Energy Company from Ag to Major Utilities. Passed unanimously by those present.

10) Department/Committee Reports

City Administrator Anderson reported receiving a citizen request for a city-wide clean-up day in light of having switched to automated trash pick-up two years ago. Anderson reported that the cost of a clean-up day would be \$2,300 plus disposal costs based on tonnage delivered to the landfill. The general consensus of the Council was to not incur the cost and in turn not offer a city-wide clean-up day.

- 11) 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, Iowa  
City Council Minutes – 4-9-2014

- 1) The Van Meter City Council met for a work session discussion on Wednesday, April 9, 2014 at the Veteran Reception Center, at 910 Main Street in Van Meter. Mayor Adams called the meeting to order at 6:33PM. The following council members were present: Kim Sacker, Bob Lacy, Mike Peterson, Owen Stump and Elizabeth Tweed.

Also present was City Administrator Jake Anderson.

- 2) Mayor Adams, the City Council, and City Administrator Jake Anderson discussed at length the parameters for developing a purchasing policy. The City Council debated purchasing limits, pre-approvals, and considerations necessary to reach a purchase decision. Giving preference to local vendors was a focus of the discussion. The City Council directed staff to draft a policy based on the discussion for review and approval at a later Council meeting.
- 3) Mayor Adams, the City Council, and City Administrator Jake Anderson discussed the parameters for developing a public relations policy. The City Council debated designating the City Administrator as the public information officer requiring any and all contact with the press to go through the City Administrator. Exceptions were debated to allow for pre-approval or delegation of contact with the press and excluding on-scene emergency services from the policy. The City Council directed staff to draft a policy based on the discussion or review and approval at a later Council meeting.
- 4) There was no other discussion or non-action items.
- 5) With no further business Mayor Adams asked for a motion to adjourn. Moved by Lacy supported by Peterson. Passed unanimously.

\_\_\_\_\_ Allan B. Adams, Mayor

ATTEST

\_\_\_\_\_ Jake Anderson, City Administrator

VENDOR NAME	REFERENCE	VENDOR		CHECK
		TOTAL	CHECK#	DATE
----- ACCOUNTS PAYABLE CLAIMS -----				
ACCO	WATER CHEMICALS	332.00		
TYCO INTERGRATED SECURITY	QUARTERLY BILLING 5/14-7/14	120.00		
AG SOURCE LABORATORIES	WA/SW TESTING	292.00		
AMANDA DURFLINGER	CODE 411 CUPCAKES	80.00		
APEX COMPANIES LLC	LEAKING UST	217.50		
BALDON HARDWARE	PUB WORKS BOLTS AND PADLOCK	8.27		
BOB LACY	MILEAGE TO PERRY	34.72		
BUTCH'S	50# ICE MELT	40.00		
CARE	STUFF APR UT BILLS/NEWSLETTERS	50.00		
CENTURY LINK	CITY HALL PHONE CHARGES	327.15		
DALLAS CO RECORDER	ANNEXATION/WARRANTY DEED	120.00		
DATA TECHNOLOGOIES INC	NEW CLERK TRAINING	2,384.14		
DELTA DENTAL	Employee Dental Ins	313.82	11178352	3/03/14
DEPT OF ADMINSTRATIVE	FEB CPM TRAINING	250.00		
EFTPS	FED/FICA TAX	3,023.54	11178348	3/28/14
EFTPS	FED/FICA TAX	3,135.32	6,158.86	11178351 4/11/14
EMERGENCY SERVICES MARKETING	SUB FEE X 1 YR	650.00		
FIRE SERVICE TRAINING BUREAU	HOM/FFI - DOP	150.00		
FRANK DUNN CO	HIGH PERFORMANCE PATCH	168.00		
FRED SCHIMMELS	EMERGENCY TIRE REPAIR	15.00		
H D SUPPLY WATERWORKS	ADJ VLV BOX RISER	124.00		
HAWKEYE TRUCK EQUIPMENT	UNPAID BALANCE CUTTING EDGE	217.00		
HEARTLAND COOP	FD DIESEL/SHOP-WA SHED LP	1,763.19		
IA ASSOC OF MUNICIPAL UT	2014 CCR WORKSHOP	40.00		
IOWA ONE CALL	FAXES	37.10		
IPERS	IPERS	3,780.85	11178346	3/28/14
JESTER INSURANCE SERVICE	POLICY RENEWAL	34,312.00		
LOWE'S	PAPER PRODUCTS & MISC SHOP	171.08		
MAINSTAY	NETWORK MAINT APR,MAY,JUNE 14	570.00		
MATHESON TRI GAS INC	OXYGEN	34.76		
MIDAMERICAN ENERGY	GAS/ELEC	2,704.64		
NICHOLAS CAMPBELL	HANDCUFFS, BADGE HOLDER, VEST	195.00		
OFFICE DEPOT	PAPER	115.23		
PETTY CASH	LIBRARY POSTAGE	65.48		
SMITH'S SEWER SERV. INC	TELEWISE UNDERGROUD LINE	185.00		
SQUARE, INC	Credit Card Acceptance Fee	38.28	11178355	3/31/14
SWANK MOTION PICTURES INC	COPYRIGH LIC 3/14-3/15	242.00		
THE HARTFORD	Employee Life/Dis Insurance	235.57	11178354	3/04/14
TREAS - ST OF IA SALES TX	QRTLY SALES TAX 1ST QRT 2014	2,173.00	11178350	4/03/14
TREAS - STATE OF IOWA W/H	STATE TAXES	1,117.00	11178347	3/28/14
US POSTMASTER	APRIL NEWSLETTER/UT BILLS	192.96	24515	3/31/14
VERIZON WIRELESS	DAGGETT PHONE CHARGES	365.32		
WASTE CONNECTIONS	GARBAGE CONTRACT	5,882.35		
WELLMARK	Employee Dental Ins	4,273.35	11178353	3/14/14
WELLS FARGO CC	LIB COMPUTER	697.83		
WHITFIELD & EDDY PLC	LEGAL SERVICES	769.00		

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

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK# CHECK DATE
-----			
**** PAID	TOTAL ****	18,283.69	
**** SCHED	TOTAL ****	53,729.76	
		=====	
***** REPORT TOTAL	*****	72,013.45	
		=====	

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

DEPT	DEPT NAME	TOTAL	CHECK#	DATE
	LIABILITIES	11,056.71		
	POLICE	3,233.83		
	EMERGENCY MANAGEMENT	12.70		
	FIRE	9,565.40		
	AMBULANCE	34.76		
	ROADS, BRIDGES, SIDEWALKS	5,084.49		
	STREET LIGHTING	238.06		
	GARBAGE	6,156.25		
	LIBRARY	2,756.79		
	PARKS	23.26		
	RECREATION	70.88		
	CEMETERY	50.56		
	ECONOMIC DEVELOPMENT	217.50		
	MAYOR/COUNCIL/CITY MGR	34.72		
	CLERK/TREASURER/ADM	1,222.54		
	LEGAL SERVICES/ATTORNEY	883.00		
	CITY HALL/GENERAL BLDGS	3,378.02		
	TORT LIABILITY	3,312.00		
	WATER	19,597.94		
	SEWER/SEWAGE DISPOSAL	5,084.04		

CALENDAR 3/2014, FISCAL 9/2014

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001 GENERAL	51,359.05	25,088.96	21,148.44	705.86	56,005.43
049 VEHICLE INSPECTION FUND	38,491.91	.00	.00	.00	38,491.91
051 LIBRARY TECHNOLOGY FUND	649.91	.01	.00	.00	649.92
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	3,029.81	.00	.00	.00	3,029.81
110 ROAD USE TAX	55,906.19	9,234.67	6,392.11	.00	58,748.75
112 EMPLOYEE BENEFITS	66,542.74	2,064.87	5,181.25	.00	63,426.36
119 EMERGENCY FUND	46.05	166.51	.00	.00	212.56
121 LOCAL OPTION SALES TAX	53,794.37	.00	.00	.00	53,794.37
125 TIF-CR ESTATE	154,793.26	15,587.50	.00	.00	170,380.76
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	25,287.62	1,000.14	.00	.00	26,287.76
181 REC TRUST	.00	.00	.00	.00	.00
182 LIBRARY TRUST FUND	34,640.30	142.67	4,359.73	.00	30,423.24
183 VM COMMUNITY BETTERMENT	1,244.11	.00	35.00	.00	1,209.11
184 CDBG/HOUSING PROJECT	.00	.00	.00	.00	.00
185 REC CAPITAL FUND	40,493.15	.00	.00	.00	40,493.15
186 SITE CERT PROJECT	167,652.46	.00	.00	.00	167,652.46
200 DEBT SERVICE	45,999.64	1,565.76	.00	.00	47,565.40
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	.00	.00	.00	.00	.00
500 CEMETARY-PERPETUAL CARE	13,400.00	.00	.00	.00	13,400.00
600 WATER	77,251.26	14,460.17	9,806.49	.00	81,904.94
606 WATER MAIN PROJECT	41,242.47	.00	.00	.00	41,242.47
610 SEWER	49,970.24-	55,309.95	8,709.40	.00	3,369.69-
612 DEBT SERVICE-SEWER LAGOO	.00	.00	.00	.00	.00
Report Total	962,906.59	124,621.21	55,632.42	705.86	1,032,601.24



**CITY OF VAN METER**

**Bank Reconciliation/Financial Summary - Month/Year: March 2014**

<u><i>Treasurer's Report</i></u>	
<b>Book Balance, Beginning of Month:</b>	<b>\$962,906.59</b>
Add: Total Revenues this Month: with transfers	\$124,621.21
Less: Total Expenditures this Month: with transfers	(\$55,632.42)
Add: Δ Liability	\$705.86
<b>Book Balance End of Month:</b>	<b>\$1,032,601.24</b>

<u><i>Bank Reconciliation</i></u>	
<b>Checking Account Balance End of Month:</b>	\$515,074.12
Less: Outstanding Transactions (Cash Report):	(\$7,375.80)
<b>Adjusted Checking Account Balance:</b>	<b>\$507,698.32</b>
<b>Currency</b>	
Petty Cash: (res Nov 2004)	\$100.00
Change Fund:	\$30.00
<b>Total Currency:</b>	<b>\$130.00</b>
<b>Investments: (Interest for month included)</b>	
IPAIT	
IPAIT – general	\$220,799.51
IPAIT – park	\$20,620.54
IPAIT – library	\$17,059.20
IPAIT – library/technology	\$1,187.09
IPAIT TOTAL:	\$259,666.34
Certificate of Deposit/ESB	\$250,000.00
Wells Fargo – savings acc't	\$15,106.58
<b>Total Investments:</b>	<b>\$524,772.92</b>
<b>Total of Bank Statements End of Month</b>	<b>\$1,032,601.24</b>

<b>Difference:</b>	<b>\$0.00</b>
Note(s):	

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

Submitted at April 14, 2014 meeting: \_\_\_\_\_  
Jake Anderson, City Administrator

**QUARTERLY INVESTMENT REPORT – for period 01-01-14 through 03-31-14:**

**Summary**

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

As of 03-31-14 the total cash balance was \$1,032,601.24\*; and the cash/investment breakdown is:

Checking/Wells Fargo account – \$507,698.32  
Savings/Wells Fargo account - \$15,106.58  
IPAIT – public funds – \$220,799.51  
IPAIT – library - \$17,059.20  
IPAIT-library/technology - \$1,187.09  
IPAIT – park trust - \$20,620.054  
Petty Cash - \$100.00  
Change Fund - \$30.00  
Certificate of Deposit – ESB - \$250,000  
**TOTAL: \$1,032,601.24\***

# City of Van Meter

## Insurance Dynamics 4 Year Comparison



(515)243-2707  
303 Watson Powell Jr. Way (50309)  
P.O. Box 4779  
Des Moines, IA 50305-4779

	2011/12	2012/13	2013/14	2014/15
Total Premium	\$31,448	\$28,909	\$33,179	\$34,312
Dividend	\$2,228	\$2,711	\$952	\$1,190
Net Premium Cost	\$29,220	\$26,198	\$32,227	\$33,122

# Agenda Item #6 - Water Fluoridation

Submitted for:

Action

Recommendation:

Continue fluoridating the public water supply and deny the proposal.

Brief:

The following organizations recommend that public water utilities practice fluoridation: The World Health Organization, The Centers for Disease Control, The American Dental Association, The Iowa Department of Public Health, and the Dallas County Board of Health.

The Des Moines Water Works recently examined the practice and after serious examination concluded that water fluoridation was beneficial. Further, the research is overwhelmingly in support of the idea that water fluoridation is highly beneficial to the public's oral health.

Sample Language:

Mayor: *Would staff please present the proposal.*

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 discontinuance of water fluoridation.*

*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 proposal further? If not I would entertain a motion to continue fluoridating the water.*

City Councilmember \_\_\_\_\_: *So moved.*

City Councilmember \_\_\_\_\_: *Second.*

Mayor: *Roll Call Please.*

City Clerk: *Lacy \_\_\_; Stump \_\_\_; Tweed \_\_\_; Sacker \_\_\_; Peterson \_\_\_;*

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

# Agenda Item #7 - FYE 2013 Examination

Submitted for:

Information

Recommendation:

None. Presented for information only.

Sample Language:

Mayor: *Mr. Brustkern, would you please present the City's examination results.*

Mr. Brustkern: *Gives Presentation*

Mayor: *Does the Council wish to discuss the examination further? If not we will proceed to the next agenda item.*

*Thank you.*



**OFFICE OF AUDITOR OF STATE**  
**STATE OF IOWA**

Mary Mosiman, CPA  
Auditor of State

State Capitol Building  
Des Moines, Iowa 50319-0004

Telephone (515) 281-5834 Facsimile (515) 242-6134

**NEWS RELEASE**

FOR RELEASE \_\_\_\_\_ March 17, 2014 \_\_\_\_\_ Contact: Andy Nielsen  
515/281-5834

Auditor of State Mary Mosiman today released an examination report on the City of Van Meter, Iowa for the period July 1, 2012 through June 30, 2013. The examination was performed pursuant to Chapter 11.6 of the Code of Iowa.

Mosiman recommended the City review its control procedures to obtain the maximum internal control possible and develop additional written policies and procedures. The City should also perform independent reviews of utility billings, collections and delinquent accounts.

A copy of the examination report is available for review in the City Clerk's Office, in the Office of Auditor of State and on the Auditor of State's web site at <http://auditor.iowa.gov/reports/1321-0239-BLOF.pdf>.

###



**CITY OF VAN METER**  
**INDEPENDENT ACCOUNTANT'S EXAMINATION REPORT**  
**FOR THE PERIOD**  
**JULY 1, 2012 THROUGH JUNE 30, 2013**

## Table of Contents

	<u>Page</u>
Officials	3
Independent Accountant's Examination Report	4-5
Detailed Recommendations:	<u>Finding</u>
Segregation of Duties	A      7
Reconciliation of Utility Billings, Collections and Delinquent Accounts	B      7
City Council Minutes	C      7
Certified Budget	D      7
Financial Condition	E      8
Urban Renewal Annual Report	F      8
Utility Billings, Collections and Delinquent Accounts Policy	G      8
Computer System	H      8
Business Transactions	I      9
Checks Signed in Advance	J      9
Petty Cash and Change Funds	K      9
Staff	10

**City of Van Meter**

**Officials**

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
Allan Adams	Mayor	Jan 2016
Becca Wiederholt	Mayor Pro Tem	Jan 2014
Richard Booge	Council Member	Jan 2014
Adam Coyle	Council Member	Jan 2014
Bob Lacy	Council Member	Jan 2016
Kimberly Sacker	Council Member	Jan 2016
Jake Anderson	City Administrator	Indefinite
Liz Thompson	City Clerk	Indefinite
Erik Fisk	Attorney	Indefinite



**OFFICE OF AUDITOR OF STATE**  
**STATE OF IOWA**

Mary Mosiman, CPA  
Auditor of State

State Capitol Building  
Des Moines, Iowa 50319-0004

Telephone (515) 281-5834 Facsimile (515) 242-6134

Independent Accountant's Examination Report

To the Honorable Mayor  
and Members of the City Council:

We have performed an examination of the City of Van Meter pursuant to Chapter 11.6 of the Code of Iowa. Accordingly, we have applied certain tests and procedures to selected accounting records and related information of the City of Van Meter for the period July 1, 2012 through June 30, 2013. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants.

The procedures we performed are summarized as follows:

1. We reviewed selected City Council meeting minutes for compliance with Chapters 21, 372.13(6) and 380 of the Code of Iowa.
2. We reviewed the City's internal controls to determine if proper control procedures are in place and incompatible duties, from a control standpoint, are not performed by the same employee.
3. We reviewed surety bond coverage for compliance with Chapter 64 of the Code of Iowa.
4. We obtained and reviewed the City Clerk's financial reports and selected bank reconciliations to determine whether the bank balances properly reconciled to the general ledger account balances and monthly financial reports provided to the City Council.
5. We reviewed City funds for consistency with the City Finance Committee's recommended Uniform Chart of Accounts (COA) and to determine required funds and fund balances are properly maintained and accurately accounted for.
6. We reviewed the City's fiscal year 2013 Annual Financial Report to determine whether it was completed and accurately reflects the City's financial information.
7. We reviewed investments to determine compliance with Chapter 12B of the Code of Iowa.
8. We reviewed compliance with Chapters 12C.2, 12B.10B and 556.1(12) of the Code of Iowa pertaining to required depository resolutions, investment policy and reporting of unclaimed property to the State of Iowa.
9. We reviewed debt, including general obligation and revenue bonds/notes, and related transactions for proper authorization and compliance with Chapters 75, 384 and 403.9 of the Code of Iowa and to determine whether the debt and related proceeds and repayments were properly accounted for.

10. We reviewed and tested selected tax increment financing (TIF) transactions, including receipts, disbursements and transfers, for compliance and accurate accounting, including compliance with the TIF reporting requirements of Chapter 384.22 of the Code of Iowa.
11. We reviewed the City's TIF debt certification forms filed with the County Auditor, including requests for collection of reduced TIF amounts and to decertify certain TIF obligations, as applicable, for proper support and compliance with Chapter 403.19(6) of the Code of Iowa.
12. We reviewed and tested selected receipts for accurate accounting and consistency with the recommended COA.
13. We reviewed and tested selected disbursements for proper approval, adequate supporting documentation, accurate accounting and consistency with the recommended COA and compliance with the public purpose criteria established by Article III, Section 31 of the Constitution of the State of Iowa.
14. We reviewed transfers between funds for propriety, proper authorization and accurate accounting.
15. We reviewed and tested selected payroll and related transactions for propriety, proper authorization and accurate accounting.
16. We reviewed the annual certified budget for proper authorization, certification and timely amendment.

Based on the performance of the procedures described above, we identified various recommendations for the City. Our recommendations are described in the Detailed Recommendations section of this report. Unless reported in the Detailed Recommendations, items of non-compliance were not noted during the performance of the specific procedures listed above.

We were not engaged to and did not conduct an audit of the City of Van Meter, the objective of which is the expression of opinions on the City's financial statements. Accordingly, we do not express opinions on the City's financial statements. Had we performed additional procedures, or had we performed an audit of the City of Van Meter, additional matters might have come to our attention that would have been reported to you.

This report, a public record by law, is intended solely for the information and use of the officials, employees and citizens of the City of Van Meter and other parties to whom the City of Van Meter may report. This report is not intended to be and should not be used by anyone other than these specified parties.

We would like to acknowledge the many courtesies and assistance extended to us by personnel of the City of Van Meter during the course of our examination. Should you have any questions concerning any of the above matters, we shall be pleased to discuss them with you at your convenience.

  
MARY MOSIMAN, CPA  
Auditor of State

  
WARREN G. JENKINS, CPA  
Chief Deputy Auditor of State

December 10, 2013

## **Detailed Recommendations**

City of Van Meter

Detailed Recommendations

For the period July 1, 2012 through June 30, 2013

(A) Segregation of Duties – One important aspect of internal control is the segregation of duties among employees to prevent an individual employee from handling duties which are incompatible. A limited amount of individuals are responsible for the following areas:

- (1) Cash – handling, reconciling and recording.
- (2) Receipts – opening mail, collecting, depositing, journalizing, reconciling and posting.
- (3) Disbursements – purchasing, invoice processing, checkwriting, mailing, recording and reconciling.
- (4) Payroll – recordkeeping, preparing and distributing.
- (5) Long-term debt – recording, reconciling and maintaining.
- (6) Utilities – billing, collecting, depositing and posting.
- (7) Journal entries – preparing and journalizing.

Recommendation – We realize segregation of duties is difficult with a limited number of employees. However, the City should review its control procedures to obtain the maximum internal control possible under the circumstances utilizing currently available staff, including elected officials. Independent reviews of reconciliations should be evidenced by the signature or initials of the reviewer and the date of the review.

(B) Reconciliation of Utility Billings, Collections and Delinquent Accounts - Utility billings, collections and delinquent accounts were not reviewed by an independent person.

Recommendation – Procedures should be established to have an independent person or a City Council member review the reconciliation and monitor delinquent accounts each month. The review of the reconciliation should be evidenced by the signature or initials of the reviewer and the date of the review.

(C) City Council Minutes – Chapter 372.13(6) of the Code of Iowa requires minutes of all City Council proceedings be published within fifteen days of the meeting. Minutes for two of four meetings tested were not published within fifteen days. Also, minutes for one meeting were not published. In addition, minutes for four meetings tested were not signed and did not include a reason for each claim approved.

Recommendation – The City should comply with the Code of Iowa and publish City Council minutes within fifteen days, as required, including a reason for each claim approved. In addition, the City should ensure minutes are signed.

(D) Certified Budget – Disbursements during the year ended June 30, 2013 exceeded the amounts budgeted in the public safety, community and economic development, general government, debt service and capital projects functions. Chapter 384.20 of the Code of Iowa states, in part, “Public monies may not be expended or encumbered except under an annual or continuing appropriation.”

Recommendation – The budget should have been amended in accordance with Chapter 384.18 of the Code of Iowa before disbursements were allowed to exceed the budget.

City of Van Meter

Detailed Recommendations

For the period July 1, 2012 through June 30, 2013

- (E) Financial Condition – The Debt Service and Capital Projects Funds had deficit balances of \$29,368 and \$18,545, respectively, at June 30, 2013.

Recommendation – The City should investigate alternatives to eliminate these deficit balances to return the funds to a sound financial position.

- (F) Urban Renewal Annual Report – The City’s ending cash balance of the Special Revenue, Urban Renewal Tax Increment Fund reported on the Levy Authority Summary did not agree with the City’s general ledger. Also, the amount reported by the City as outstanding TIF debt did not include rebate agreements.

Recommendation – The City should ensure the cash balance and debt amounts reported on the Levy Authority Summary agree with the City’s records.

- (G) Utility Billings, Collections and Delinquent Accounts Policy – The City does not have a written policy on utility billings, collections and writing off delinquent accounts.

Recommendation – The City should adopt a written policy on utility billings, collections and writing off delinquent accounts.

- (H) Computer System – The following weaknesses in the City’s computer system were noted:

The City does not have written policies and procedures for:

- Password privacy and confidentiality.
- Requiring password changes every 60 to 90 days.
- Allowing only authorized personnel to request resetting their own passwords.
- Not allowing another employee to request a reset of a password for another employee and then having access to this password.

Recommendation – The City should develop written policies and procedures addressing the above items to improve the City’s internal control over its computer system.

City of Van Meter

Detailed Recommendations

For the period July 1, 2012 through June 30, 2013

- (I) Business Transactions – Business transactions between the City and City officials or employees are detailed as follows:

<u>Name, Title and Business Connection</u>	<u>Transaction Description</u>	<u>Amount</u>
Bob Lacy, Council Member, Owner of Bob's Auto Parts	Vehicle repair and maintenance	\$ 1,495
Dave Herman, Public Works employee, brother owns Herman Welding	Welding services	600

Recommendation – In accordance with Chapter 362.5(3)(j) of the Code of Iowa, the transactions with the Council Member and public works employee do not appear to represent conflicts of interest since the total transactions with each individual were less than \$1,500 during the fiscal year.

- (J) Checks Signed in Advance – Certain checks are signed before the check payee and amount are completed.

Recommendation – Checks should not be signed in advance.

- (K) Petty Cash and Change Funds – The petty cash and change funds did not reconcile to the authorized amounts. The City's reconciliation was not performed in a timely manner for either the Petty Cash or Change Fund.

Recommendation – To provide better control and overall accountability, the petty cash and change funds should be reconciled in a timely manner.

City of Van Meter

Staff

This examination was performed by:

Brian R. Brustkern, CPA, Manager  
Russell G. Jordan, CPA, Staff Auditor  
Benjamin R. Salow, Auditor Intern

A handwritten signature in black ink that reads "Andrew E. Nielsen". The signature is written in a cursive style with a large initial "A" and "N".

Andrew E. Nielsen, CPA  
Deputy Auditor of State

# Agenda Item #10 - 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 – Sacker, Stump
  - b. Culture and Recreation – Tweed, Sacker
  - c. MAC – Sacker
  - d. School Board - Stump
  - e. Special Liaison Assignments or Ad-Hoc Committees
- 9) *Mayor*
  - a. Finance – Adams, Lacy, Peterson
  - b. Policy – Adams, Lacy, Peterson
  - c. Economic Development – Adams, Lacy, Tweed
  - d. Annexation – Adams, Lacy, Tweed
  - e. Public Safety – Adams, Stump, Sacker
  - f. EMA, E911 \*Lacy Alternate

# Agenda Item #11 - Adjournment

Submitted for:

Action

Recommendation:

Approval

Sample Language:

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

City Councilmember \_\_\_\_\_: *So Moved.*

City Councilmember \_\_\_\_\_: *Second*

City Clerk: *Lacy \_\_\_; Stump \_\_\_; Tweed \_\_\_; Sacker \_\_\_; Peterson \_\_\_;*

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