

**-NOTICE OF A PUBLIC MEETING-**  
**Governmental Body: Van Meter City Council**  
**Date of Meeting: Monday, December 9, 2013**  
**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. Approve the Minutes of November 18 Council Meeting
  - b. Approve the November Claims list
  - c. Approve the November Financial Statement
  - d. A resolution approving the Annual Urban Renewal Report for FYE2013
  - e. A resolution approving an employment agreement with William Daggett
  - f. Approve a purchase agreement with the Van Meter Recreation Foundation for the acquisition of ### acres of property.
  - g. Approve Richland Road Sanitary Sewer Project Change Order No 2
  - h. Approve Richland Road Sanitary Sewer Project Pay Estimate No 2 in the amount of \$60,970.13 to Hurst and Sons.
6. Approve and authorize the Mayor to sign a pre-annexation agreement with MidAmerican Energy Company.
7. Consideration and action on a proposed resolution naming the Cemetery road Richland Circle
8. Approve the appointment of a Deputy City Clerk/Rec Coordinator
9. Consideration and action on a request for additional compensation from Hurst and Sons in the amount of \$1,470 for the cost to truck out rock excavated from the project.
10. Discussion of a proposed ordinance that will establish rates and charges for the recovery of expenses related to responding to calls for Fire Fighting and other emergency assistance.
  - a. Set a date for a public hearing on the first reading of the ordinance for January 13, 2014
11. 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
12. Adjourn
13. Presentation of appreciation to those who have served on the City Council
14. Swearing in of new City Council Members

# Agenda Item #1 - Call to Order

Submitted for:

Recommendation:

Sample Motions:

Mayor: *The time is Seven O'clock PM on Monday, December 9, 2013. 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 \_\_\_; Booge \_\_\_; Sacker \_\_\_; Wiederholt \_\_\_; Coyle \_\_\_;*

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 \_\_\_; Booge \_\_\_; Sacker \_\_\_; Wiederholt \_\_\_; Coyle \_\_\_;*

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

- 1) The Van Meter City Council met for a regular council meeting on Monday, November 18, 2013 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: Richard Booge, Bob Lacy, Becca Wiederholt, Kim Sacker, and Adam Coyle.

Also present were, Public Safety Director William Daggett, City Engineer Bob Veenstra, City Attorney Erik Fisk, City Administrator Jake Anderson and members of the public.

- 2) Mayor Adams indicated an addition to the agenda and asked for a motion to approve the agenda. Motioned by Sacker supported by Lacy. Passed unanimously.
- 3) Introductions were made.
- 4) Mayor Adams and Public Safety Director William Daggett presented Brandon Carter with the Medal of Merit for having acted in a manner of professionalism, dedication to duty, gallantry and bravery exceeding the normal demands expected of an officer when he acted without due regard for his own life and confronted and disarmed a subject intent on murder and armed with a handgun.
- 5) Mayor Adams presented a check for \$3,000 to Marsha Whiteaker on behalf of American Legion Post 403. The money was raised during RAGBRAI and the Legion was the single-community cause that the RAGBRAI committee decided to support.
- 6) Mayor Adams recognized Brad Long who presented the Greater Dallas County Development Alliance's annual report.
- 7) Mayor Adams opened the citizens hearing. Hearing none Mayor Adams closed the citizens hearing.
- 8) 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. Approve the Minutes of October 14 and October 21, 2013 Council Meetings
- b. Approve the October Claims list

ACCO	\$ 485.62
ACS FIREHOUSE SOFTWARE	\$ 625.00
TYCO INTERGRATED SECURITY	\$ 120.00
AG SOURCE LABORATORIES	\$ 248.00
BOBS AUTO PARTS	\$ 12.77
CARPENTER UNIFORM CO	\$ 497.89
CASEY'S GENERAL STORE	\$ 1,039.38
CENTURY LINK	\$ 332.12
CLEAN IT INC	\$ 396.00
COOK'S ILLUSTRATED	\$ 28.95
CULLIGAN	\$ 53.20
DALLAS COUNTY NEWS	\$ 205.04
DATA TECHNOLOGIES INC	\$ 3,241.06
DELTA DENTAL	\$ 313.82
DENNIS CARTER	\$ 17,241.37
ED ROEHR SAFETY PRODUCTS	\$ 102.31
EFTPS	\$ 5,062.34

ELECTRONIC ENGINEERING	\$ 3,157.33
ENGINEERED SYSTEMS INC	\$ 23,310.77
GALLS AN ARAMARK COMPANY	\$ 113.59
GARY HERRICK	\$ 21.36
GREATER DALLAS CO - GDCDA	\$ 1,500.00
H D SUPPLY WATERWORKS	\$ 60.00
HEARTLAND COOP	\$ 50.02
HOTSY CLEANING SYSTEM	\$ 120.91
HURST & SONS CONTRACTORS	\$ 94,984.06
IA DEPT OF PUBLIC HEALTH	\$ 50.00
ICMA	\$ 431.53
IMAGING TECHNOLOGIES	\$ 370.39
INDUSTRIAL CHEM LABS	\$ 126.06
IOWA DNR	\$ 350.00
IOWA EMS	\$ 250.00
IOWA HISTORY JOURNAL	\$ 18.95
IOWA ONE CALL	\$ 29.80
IOWA STATE UNIVERSITY	\$ 562.50
IPERS	\$ 1,609.11
JANICE MILLER	\$ 207.81
JIMS JOHNS INC	\$ 50.00
LAKE PARK PUBLIC LIBRARY	\$ 15.00
LOWE'S	\$ 208.98
MAFFIN OUTDOOR POWER & AUTO	\$ 350.50
MATHESON TRI GAS INC	\$ 159.97
MIDAMERICAN ENERGY	\$ 2,023.56
MUNICIPAL SUPPLY INC	\$ 1,778.85
NORTHERN TOOL & EQUIPMENT	\$ 84.79
OFFICE DEPOT	\$ 102.50
OGDEN PUBLICATIONS	\$ 31.90
QUILL	\$ 14.39
SQUARE	\$ 11.66
TASTE OF HOME	\$ 25.98
TEAM SERVICES INC	\$ 124.00
THE HARTFORD	\$ 213.50
TIMBERPINE	\$ 1,947.00
TREAS - STATE OF IOWA W/H	\$ 478.00
TRUCK EQUIPMENT INC	\$ 15.30
US POSTMASTER	\$ 184.92
VEENSTRA & KIMM INC	\$ 1,848.80
VERIZON WIRELESS	\$ 354.86
VETERANS RECEPTION CENTER	\$ 3,000.00
VM REC FOUNDATION	\$ 8,934.03
WASTE CONNECTIONS	\$ 11,178.65
WELLMARK	\$ 4,855.80
WELLS FARGO CC	\$ 1,740.82

FUND	RECEIVED	DISBURSED
001 GENERAL	11,242.13	29,011.59
051 LIBRARY TECHNOLOGY FUND	0.01	315.45
058 FARMERS MARKET	205	0
110 ROAD USE TAX	9,853.53	60,308.59
WHITFIELD & EDDY PLC	\$ 1,187.50	
ZOLL MEDICAL CORPORATION	\$ 400.00	
***** REPORT TOTAL *****	\$198,650.32	

c. Approve the October Financial Statement

FUND	RECEIVED	DISBURSED
01 GENERAL	\$ 91,786.38	\$ 20,314.52
051 LIBRARY TECHNOLOGY FUND	\$ 0.01	\$ -
110 ROAD USE TAX	\$ 10,755.09	\$ 5,530.69
112 EMPLOYEE BENEFITS	\$ 29,650.89	\$ 5,146.12
119 EMERGENCY FUND	\$ 2,379.50	\$ -
121 LOCAL OPTION SALES TAX	\$ 8,934.03	\$ 8,934.03
125 TIF-CR ESTATE	\$ 52,315.35	\$ -
126 TIF-WH PINES SUBDIVISION	\$ 17,475.79	\$ -
127 TIF-POLK CO. BANK	\$ 11,373.46	\$ -
180 PARK TRUST FUND	\$ 0.14	\$ -
182 LIBRARY TRUST FUND	\$ 1,410.29	\$ 4,594.54
183 VM COMMUNITY BETTERMENT	\$ -	\$ 35.00
186 SITE CERT PROJECT	\$ -	\$ 19,437.22
200 DEBT SERVICE	\$ 29,661.16	\$ -
300 SIDEWALK CAPITAL PROJECT	\$ -	\$ 418.80
600 WATER	\$ 20,648.41	\$ 12,805.20
610 SEWER	\$ 36,060.16	\$ 16,232.98
*****REPORT TOTAL*****	\$312,450.66	\$ 93,449.10

d. Approve the renewal of Casey's Liquor License

e. Approve the renewal of Fat Randi's Liquor License

Lacy moved supported by Wiederholt to adopt and approve Resolution #2013-53, "A Resolution Adopting the Revised Consent Agenda" Passed unanimously.

- 9) Mayor Adams asked City Engineer Veenstra to present Change Order No1 for the Safe Routes to School Sidewalk improvement project. Veenstra explained that the Change order added more sidewalk and removed the moving of a fire hydrant while reducing the overall cost of the project. Moved by Lacy supported by Wiederholt to approve the change order. Passed unanimously.
- 10) Mayor Adams asked City Engineer Veenstra to present Pay Estimate No 2 for the Safe Routes to School Sidewalk improvement project. Veenstra explained that this Pay Estimate was the second and final pay estimate for the project which includes the retainage. Moved by Lacy supported by Coyle to approve to approve the pay estimate. Passed unanimously.
- 11) Mayor Adams asked City Engineer Veenstra to explain Change Order No 1 for the Richland Road Sanitary Sewer Project. Veenstra explained that the change was necessitated by a lapse in coordination between the School's recreation complex project and the placement of a culvert prior to the construction of the sewer main. Sacker moved supported by Coyle to approve Change Order No 1. On roll call the votes were as follows: Lacy – NO; Booge – NO; Sacker – YES; Wiederholt – YES; Coyle – YES. Passed 3-2.
- 12) Mayor Adams asked City Engineer Veenstra to present Pay Estimate No 1 for the Richland Road Sanitary Sewer Project. Veenstra explained that the project was sixty percent complete and that he was recommending payment in the amount of \$94,984.06. Moved by Sacker supported by Booge to approve

Pay Estimate No 1. Passed unanimously.

13) Discussion and action relevant to the Rec Complex transition

- a. City Administrator Anderson presented a job description for the proposed position to assist with various administrative duties and the additional work load anticipated with the takeover of the rec complex. Moved by Sacker supported by Wiederholt to approve the job description as presented. Passed unanimously.
  - b. Anderson asked that the City Council authorize him to recruit and retain a candidate for the newly approved Deputy City Clerk/Rec Coordinator at a starting wage between \$13-16/hour depending on qualifications. Moved by Sacker supported by Wiederholt to grant the requested authorization. Passed unanimously.
  - c. Park Board Member Josh Wiederholt presented a concept for improving concessions, restrooms, and multi-purpose amenities at the facility. Wiederholt reported that the concept is in a discovery phase and that the Park Board will report back on the plan's feasibility at a special meeting sometime after the first of the year.
- 14) Mayor Adams asked Administrator Anderson to present the proposed ordinance establishing a Major Utilities zoning designation. Anderson explained that the site certification project would benefit from annexing the MidAmerican transfer station into the City so that there are not issues with franchise fees if the utility would need to run service lines through unincorporated Dallas County to serve a project. City Engineer Veenstra explained they types of projects contemplated under the ordinance are water treatment plants and large electrical substations. Mayor Adams opened the public hearing on the first reading of the proposed ordinance. Nyla Peeler asked some clarifying questions. Chris Pose representing MidAmerican Energy addressed the City Council and indicated that MidAmerican would annex and the proposed ordinance would keep the facility from being a non-conforming use. Hearing no further public comment 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 Wiederholt. Passed unanimously. Mayor Adams entertained a motion to waive the second reading of the proposed ordinance. Moved by Lacy supported by Wiederholt. Passed unanimously. Mayor Adams asked for a motion to waive the third reading of the proposed ordinance. Moved by Lacy supported by Coyle. Passed unanimously. Mayor Adams asked for a motion to approve and adopt Ordinance 241. Move by Lacy supported by Coyle. Passed unanimously.

15) Department/Committee Reports

Becca Wiederholt reported that the Business Leaders Group would be holding the First Annual Thanksgiving Dinner on Saturday, November 23, 2013.

- 16) Mayor Adams announced that the Council would be conducting a review of City Administrator Anderson's performance and pursuant to Iowa Code Chapter 21.5 the review would occur in open session unless Anderson requested a closed session. Anderson requested a closed session. Coyle moved supported by Sacker to adjourn into closed session. Passed unanimously and the public was dismissed at 8:02PM.

~ Closed Session ~

At the conclusion of the closed session Sacker moved supported by Wiederholt to reopen the meeting to the public at 9:00PM.

- 17) Mayor Adams announced that the Council would review a proposed employment agreement with Anderson and pursuant to Iowa Code Chapter 21.5 the review would occur in closed session. Lacy moved supported by Wiederholt to adjourn into closed session. Passed unanimously and the public was dismissed at 9:13PM.

~ Closed Session ~

At the conclusion of the closed session Lacy moved supported by Sacker to reopen the meeting to the public at 10:48PM.

- 18) Mayor Adams asked for an explanation of the proposed resolution approving an employment agreement with Jacob Anderson. Anderson explained that the resolution approves the proposed employment agreement and authorizes the Mayor to execute the agreement on behalf of the City Council. Moved by Lacy supported by Sacker to approve Resolution #2013-54, "A Resolution Approving an Employment Agreement with Jacob Anderson" subject to the City Attorney's edits of the contract as directed by the Council in closed session. Moved by Lacy supported by Sacker. Passed unanimously
- 19) Having no other business Mayor Adams asked for a motion to adjourn. Moved by Sacker supported by Wiederholt. Passed unanimously.

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

ATTEST

\_\_\_\_\_ Liz Thompson, City Clerk

ACCOUNTS PAYABLE ACTIVITY  
CLAIMS REPORT

VENDOR NAME	REFERENCE	VENDOR		CHECK	
		TOTAL	CHECK#	DATE	
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ACCOUNTS PAYABLE CLAIMS					
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ACCO	WATER CHEMICALS	594.00			
ACCO	WATER CHEMICALS	485.62	1,079.62	24211	11/18/13
ACS FIREHOUSE SOFTWARE	FH SUPPORT CONTRACT RENEWAL		625.00	24212	11/18/13
TYCO INTERGRATED SECURITY	QUARTERLY BILLING		120.00	24213	11/18/13
AG SOURCE LABORATORIES	WATER/WASTEWATER TESTING	102.00			
AG SOURCE LABORATORIES	WATER TESTING	248.00	350.00	24214	11/18/13
ALL AMERICAN TURF BEAUTY	HOLIDAY LIGHTING ENTRANCE SIGN		823.93		
AMERICAN LEGION POST 403	SERVICE		300.00		
ASSOC FOR RURAL & SMALL LIB	REGISTRATION FOR CLASS		50.00		
BALDON HARDWARE	MASK FOR MOWING		22.99		
BANKERS TRUST	GO and Refunding Series 2013		4,563.48	11178307	11/01/13
BOBS AUTO PARTS	FUSES	20.39			
BOBS AUTO PARTS		12.77	33.16	24215	11/18/13
BUTCH'S	DUMP TRAILER DAY RENTAL		75.00		
CARE	SEPT/OCT STUFF NEWSLETTER/UT		100.00		
CARPENTER UNIFORM CO			497.89	24216	11/18/13
CASEY'S GENERAL STORE	GAS	852.24			
CASEY'S GENERAL STORE	GAS/MERCH	1,039.38	1,891.62	24217	11/18/13
CENTURY LINK	CITY HALL PHONE	329.65			
CENTURY LINK	CITY HALL PHONE CHARGES	332.12	661.77	24218	11/18/13
CLEAN IT INC	COMMERCIAL CLEANING SEPT/OCT		396.00	24219	11/18/13
COOK'S ILLUSTRATED	SUBSCRIPTION X 6 ISSUES		28.95	24220	11/18/13
CRESTVIEW ESTATES NO1 LLC	TIF REBATE % DEV AGREE		41,928.74		
CULLIGAN	WATER	53.20			
CULLIGAN	AUTO RENTAL/5 GAL	53.20	106.40	24221	11/18/13
DALLAS CO AUDITOR	NOV 5, 2013 ELECTION		1,501.97		
DALLAS COUNTY NEWS	LEGAL PUBLICATIONS	402.23			
DALLAS COUNTY NEWS	LEGAL PUBLICATION	205.04	607.27	24222	11/18/13
DATA TECHNOLOGOIES INC	2014 SUMMIT LIC/SUPPORT FEE		3,241.06	24223	11/18/13
DELTA DENTAL	Employee Dental Ins		388.16	11178305	11/01/13
DORSEY & WHITNEY LLP	LEGAL FEES 13 GO CORP PURPOSE		19,500.00		
ED ROEHR SAFETY PRODUCTS	BATTERY CARTRIDE/MAG		102.31	24225	11/18/13
EFTPS	EFTPS	6.55		11178301	11/12/13
EFTPS	FED/FICA TAX	2,598.37	2,604.92	11178308	12/06/13
ELECTRONIC ENGINEERING	POLICE DEPT EQUIPMENT	499.45			
ELECTRONIC ENGINEERING	POLICE EQUIPMENT	3,157.33	3,656.78	24226	11/18/13
EMERGENCY MEDICAL PRODUCTS	BALANCE ON INVOICE		10.50	24193	11/19/13
EVANS SIGN & DISPLAY	BULBS WA TOWER CHRISTMAS TREE		140.50		
GALLS AN ARAMARK COMPANY	BADGE		113.59	24228	11/18/13
GARY HERRICK	GAS CAN/NABA CAN	15.89			
GARY HERRICK	PARTS FOR 827	21.36	37.25	24229	11/18/13
GREATER DALLAS CO - GDCDA	SITE SELECTORS GUILD		1,500.00	24230	11/18/13
GRINNELL STATE BANK	DEVLOP AGREE TIF PMT		7,006.05		
H D SUPPLY WATERWORKS	PIPES HYMAX CLAMPS	219.00			
H D SUPPLY WATERWORKS	WA/SW FLAG	60.00	279.00	24231	11/18/13
HAWKEYE TRUCK EQUIPMENT	CUTTING EDGE FOR SNOW BLADE		456.00		
HEARTLAND COOP	FD DIESEL/WATER SHED	260.90			
HEARTLAND COOP	DIESEL FOR FIRE DEPT	50.02	310.92	24232	11/18/13
HOTSY CLEANING SYSTEM	MISC PARTS		120.91	24233	11/18/13
HURST & SONS CONTRACTORS	Richland Road SW Pay Est 2		60,970.13		
ICMA	2013/2014 MEMBERSHIP DUES		431.53	24235	11/18/13

ACCOUNTS PAYABLE ACTIVITY  
CLAIMS REPORT

VENDOR NAME	REFERENCE	VENDOR		CHECK	
		TOTAL	CHECK#	DATE	
IMAGING TECHNOLOGIES	QUARTERLY BILLING	370.39	24236	11/18/13	
INDUSTRIAL CHEM LABS	ROOT BEGONE	126.06	24237	11/18/13	
IOWA DEPARTMENT OF NATURAL RES	PERMIT FEE	350.00	24238	11/18/13	
IOWA HISTORY JOURNAL	SUBSCRIPTION X 1 YR	18.95	24240	11/18/13	
IOWA LEAGUE OF CITIES	MLA REGISTRATION	1,225.00			
IOWA ONE CALL	FAXES	29.80	24241	11/18/13	
IOWA RURAL WATER ASSOC	IRWA DUES 1/14-12/14	250.00			
IOWA STATE UNIVERSITY	FIRE FIGHTER BASIC	562.50	24242	11/18/13	
JAMIE CLARK	LOCUST/PLEASANT WATER MAIN	1,200.00			
JANICE MILLER	REIMBURSE FOR HALLOWEEN	207.81	24243	11/18/13	
JIMS JOHNS INC	JOHNSON PARK	50.00	24244	11/18/13	
JSC PROPERTIES INC	BUSINESS PARK SITE CERT TITLE	470.00			
LAKE PARK PUBLIC LIBRARY	THANKLESS IN DEATH BOOK	15.00	24245	11/18/13	
LOWE'S	PAPER PRODUCTS	54.35			
LOWE'S	MISC SUPPLIES	208.98	263.33	24246	11/18/13
MAFFIN OUTDOOR POWER & AUTO	HONDA PUMP IN PUMP TRUCK 827		350.50	24247	11/18/13
MATHESON TRI GAS INC	OXYGEN		159.97	24248	11/18/13
MATT PARROTT/STOREY KENWORTHY	W2 W3 FORMS ENVELOPES		72.63		
MICHAEL PETERSON	2013 IEMSA CONF		250.00	24194	11/19/13
MIDAMERICAN ENERGY	GAS/ELEC	2,152.36			
MIDAMERICAN ENERGY	GAS/ELEC	2,023.56	4,175.92	24249	11/18/13
MUNICIPAL SUPPLY INC	TOUCH MXU		1,778.85	24250	11/18/13
NORTHERN TOOL & EQUIPMENT	TARP		84.79	24251	11/18/13
OFFICE DEPOT	PAGE PROTECTORS/TRAY	55.08			
OFFICE DEPOT	PAPER/PENS	102.50	157.58	24252	11/18/13
ODGEN PUBLICATIONS	SUBSCRIPTION X 1 YR		31.90	24253	11/18/13
ARCHEOLOGY HISTORY PALEONTOLOG	CERT SITE PROJECT		7,952.66		
QUILL	ALUMINUM FRAME DESK SIGN		14.39	24254	11/18/13
RHODES INC	ICE CONTROL SAND		1,575.72		
SECRETARY OF STATE	THOMPSON NOTARY RENEWAL		30.00		
SQUARE, INC	Credit Card Acceptance Fee		71.61	11178302	11/30/13
TASTE OF HOME	SUBSCRIPTION		25.98	24255	11/18/13
TEAM SERVICES INC	SAFE ROUTES TO SCHOOL		124.00	24256	11/18/13
THE HARTFORD	Employee Life/Dis Ins		213.50	11178304	11/05/13
TIMBERPINE	SEEFELD TREES		1,947.00	24257	11/18/13
TRUCK EQUIPMENT INC	SNOW PLOW FLUID		15.30	24258	11/18/13
US POSTMASTER	STAMPS X 3 ROLLS	138.00			
US POSTMASTER	Newsletters/UT Bills	183.54	321.54	24266	11/26/13
VEENSTRA & KIMM INC	ENGINEERING SERVICES	11,711.12			
VEENSTRA & KIMM INC	ENGINEERING SERVICES	23,310.77		24195	11/19/13
VEENSTRA & KIMM INC	BUILDING PERMIT	1,848.80	36,870.69	24259	11/18/13
VERIZON WIRELESS	POLICE PHONE		354.86	24260	11/18/13
VETERANS RECEPTION CENTER	RAGBRAI		3,000.00	24261	11/18/13
WASTE CONNECTIONS	GARBAGE CONTRACT	5,816.40			
WASTE CONNECTIONS	GARBAGE CONTRACT	5,870.50	11,686.90	24262	11/18/13
WELLMARK	Employee Health Ins		4,486.20	11178303	11/13/15
WELLS FARGO	Deposit Slips		42.16	11178306	11/05/13
WELLS FARGO CC	CREDIT CARD PAYMENT		1,740.82	24263	11/18/13
WHITFIELD & EDDY PLC	LEGAL SERVICES	1,812.50			
WHITFIELD & EDDY PLC	ATTORNEY FEES	1,187.50	3,000.00	24264	11/18/13
ZOLL MEDICAL CORPORATION	ZOLL AED REPAIR		400.00	24265	11/18/13

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

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK CHECK#	CHECK DATE
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**** PAID	TOTAL ****	71,967.63		
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**** SCHED	TOTAL ****	170,740.08		
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**** OPEN	TOTAL ****			
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**** ON HOLD	TOTAL ****			
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***** REPORT TOTAL *****		===== 242,707.71 =====		
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ACCOUNTS PAYABLE ACTIVITY  
CLAIMS DEPT SUMMARY

DEPT	DEPT NAME	TOTAL	CHECK#	DATE
	LIABILITIES	2,604.92		
	POLICE	5,873.14		
	EMERGENCY MANAGEMENT	25.50		
	FIRE	2,364.67		
	AMBULANCE	820.47		
	ROADS, BRIDGES, SIDEWALKS	8,363.61		
	STREET LIGHTING	475.97		
	GARBAGE	11,686.90		
	LIBRARY	3,011.77		
	PARKS	3,219.02		
	RECREATION	12,785.00		
	CEMETERY	44.76		
	ECONOMIC DEVELOPMENT	83,923.86		
	MAYOR/COUNCIL/CITY MGR	1,225.00		
	CLERK/TREASURER/ADM	4,026.55		
	ELECTIONS	1,501.97		
	LEGAL SERVICES/ATTORNEY	5,456.07		
	CITY HALL/GENERAL BLDGS	490.36		
	DEBT SERVICES	3,156.48		
	CAPITAL PROJECTS	124.00		
	WATER	11,050.02		
	SEWER/SEWAGE DISPOSAL	80,477.67		

ACCOUNTS PAYABLE ACTIVITY  
CLAIMS FUND SUMMARY

FUND	FUND NAME	TOTAL	CHECK#	DATE
001	GENERAL	38,098.36		
110	ROAD USE TAX	6,088.52		
112	EMPLOYEE BENEFITS	3,332.14		
125	TIF-CR ESTATE	41,928.74		
127	TIF-POLK CO. BANK	7,006.05		
182	LIBRARY TRUST FUND	1,699.50		
183	VM COMMUNITY BETTERMENT	3,035.00		
185	REC CAPITAL FUND	9,750.00		
186	SITE CERT PROJECT	34,989.07		
200	DEBT SERVICE	4,013.48		
205	DEBT SERVICE-WATER	211.50		
213	DEBT SERVICE-LIFT STATION	338.50		
300	SIDEWALK CAPITAL PROJECT	124.00		
600	WATER	11,394.58		
610	SEWER	80,698.27		



## CITY OF VAN METER

### Bank Reconciliation/Financial Summary - Month/Year: November 2013

<u><i>Treasurer's Report</i></u>	
<b>Book Balance, Beginning of Month:</b>	<b>\$1,401,022.42</b>
Add: Total Revenues this Month: with transfers	\$96,187.74
Less: Total Expenditures this Month: with trans:	(\$206,534.86)
Add: Δ Liability	\$720.41
<b>Book Balance End of Month:</b>	<b>\$1,291,395.71</b>

<u><i>Bank Reconciliation</i></u>	
<b>Checking Account Balance End of Month:</b>	\$781,544.59
Less: Outstanding Transactions (Cash Report):	(\$7,353.06)
<b>Adjusted Checking Account Balance:</b>	<b>\$774,191.53</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	\$220,792.13
IPAIT – park	\$20,619.84
IPAIT – library	\$17,058.63
IPAIT – library/technology	\$1,187.05
IPAIT TOTAL:	\$259,657.65
Certificate of Deposit/ESB	\$250,000.00
Wells Fargo – savings acc't	\$15,099.07
<b>Total Investments:</b>	<b>\$524,756.72</b>
<b>Total of Bank Statements End of Month</b>	<b>\$1,299,078.25</b>

<b>Difference:</b>	<b>\$7,682.54</b>
<p>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.</p>	

*Verify: Mayor or Mayor Pro Tem:*

CALENDAR 11/2013, FISCAL 5/2014

ACCOUNT TITLE	LAST MONTH	RECEIVED	DISBURSED	CHANGE IN	ENDING
	END BALANCE			LIABILITY	BALANCE
001 GENERAL	93,533.75	27,912.57	28,786.01	907.64	93,567.95
049 VEHICLE INSPECTION FUND	38,491.91	.00	.00	.00	38,491.91
051 LIBRARY TECHNOLOGY FUND	649.87	.01	.00	.00	649.88
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	.00	.00	.00	3,039.81
110 ROAD USE TAX	58,474.83	1.88	5,497.57	.00	52,979.14
112 EMPLOYEE BENEFITS	76,415.34	8,614.76	4,837.88	.00	80,192.22
119 EMERGENCY FUND	2,910.59	513.03	.00	.00	3,423.62
121 LOCAL OPTION SALES TAX	.00	28,064.95	.00	.00	28,064.95
125 TIF-CR ESTATE	212,909.12	2,929.54	.00	.00	215,838.66
126 TIF-WH PINES SUBDIVISION	66,703.73	.00	.00	.00	66,703.73
127 TIF-POLK CO. BANK	45,702.40	.00	.00	.00	45,702.40
128 TIF-STANDBROUGH	.00	.00	.00	.00	.00
180 PARK TRUST FUND	25,252.54	34.65	.00	.00	25,287.19
181 REC TRUST	.00	.00	.00	.00	.00
182 LIBRARY TRUST FUND	23,923.93	10.18	4,968.95	187.23-	18,777.93
183 VM COMMUNITY BETTERMENT	4,384.11	.00	3,035.00	.00	1,349.11
184 CDBG/HOUSING PROJECT	.00	.00	.00	.00	.00
185 REC CAPITAL FUND	222,669.59	.00	.00	.00	222,669.59
186 SITE CERT PROJECT	214,351.78	.00	15,648.41	.00	198,703.37
200 DEBT SERVICE	52,434.45	5,087.16	4,013.48	.00	53,508.13
205 DEBT SERVICE-WATER	2,356.84	.00	211.50	.00	2,145.34
213 DEBT SERVICE-LIFT STATIO	1,116.98	.00	338.50	.00	778.48
300 SIDEWALK CAPITAL PROJECT	7,664.24-	.00	17,365.37	.00	25,029.61-
500 CEMETARY-PERPETUAL CARE	12,900.00	.00	.00	.00	12,900.00
600 WATER	67,826.81	12,364.16	13,973.69	.00	66,217.28
606 WATER MAIN PROJECT	41,242.47	.00	.00	.00	41,242.47
610 SEWER	109,764.56	10,654.85	107,858.50	.00	12,560.91
612 DEBT SERVICE-SEWER LAGOO	.00	.00	.00	.00	.00

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Report Total 1,401,022.42 96,187.74 206,534.86 720.41 1,291,395.71

**Annual Urban Renewal Report, Fiscal Year 2012 - 2013**

**Levy Authority Summary**

Local Government Name: VAN METER  
 Local Government Number: 25G239

Active Urban Renewal Areas	U.R. #	# of Tif Taxing Districts
VAN METER URBAN RENEWAL	25004	8

**TIF Debt Outstanding: 218,164**

<b>TIF Sp. Rev. Fund Cash Balance as of 07-01-2012:</b>	<b>237,660</b>	<b>237,660</b>	<b>Amount of 07-01-2012 Cash Balance Restricted for LMI</b>
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TIF Revenue:	194,760
TIF Sp. Revenue Fund Interest:	0
Asset Sales & Loan Repayments:	0
<b>Total Revenue:</b>	<b>194,760</b>

Rebate Expenditures:	94,495
Non-Rebate Expenditures:	67,592
Returned to County Treasurer:	0
<b>Total Expenditures:</b>	<b>162,087</b>

<b>TIF Sp. Rev. Fund Cash Balance as of 06-30-2013:</b>	<b>270,333</b>	<b>270,333</b>	<b>Amount of 06-30-2013 Cash Balance Restricted for LMI</b>
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**Year-End Outstanding TIF Obligations, Net of TIF Special Revenue Fund Balance: -214,256**

**Urban Renewal Area Data Collection**

Local Government Name: VAN METER (25G239)  
 Urban Renewal Area: VAN METER URBAN RENEWAL  
 UR Area Number: 25004  
 UR Area Creation Date: 02/1991

1. To construct public works facilities including water, sanitary sewer, and roadway improvements.
2. To stimulate residential development.
3. To provide land for new development.
4. To attract investments.
5. To increase affordable housing.

UR Area Purpose:

**Tax Districts within this Urban Renewal Area**

	Base No.	Increment No.	Increment Value Used
VAN METER CITY/VAN METER SCH/URBAN TIF INCREMENT	25104	25105	0
VAN METER CITY AG/VAN METER SCH/URBAN TIF INCREMENT	25106	25107	0
VAN METER CITY/VAN METER SCH/URBAN TIF 2002 INC	25247	25248	1,333,986
VAN METER CITY/VAN METER SCH/2004 URBAN TIF INC	25307	25308	0
VAN METER CITY AG/VAN METER SCH/2004 TIF INC	25309	25310	0
VAN METER CITY/VAN METER SCH/2005 URBAN TIF INC	25311	25312	4,135,999
VAN METER CITY AG/VAN METER SCH/2005 URBAN TIF INC	25313	25314	0
VAN METER CITY/VAN METER SCH/2006 PCB URBAN TIF INCREMENT	25320	25321	811,555

**Urban Renewal Area Value by Class - 1/1/2011 for FY 2013**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	379,150	31,184,890	1,209,070	0	0	-57,412	32,715,698	0	32,715,698
Taxable	218,168	15,826,918	1,209,070	0	0	-57,412	17,196,744	0	17,196,744
Homestead Credits									144

**TIF Sp. Rev. Fund Cash Balance as of 07-01-2012:** **237,660** **237,660** **Amount of 07-01-2012 Cash Balance Restricted for LMI**

TIF Revenue: 194,760  
 TIF Sp. Revenue Fund Interest: 0  
 Asset Sales & Loan Repayments: 0  
**Total Revenue: 194,760**

Rebate Expenditures: 94,495  
 Non-Rebate Expenditures: 67,592  
 Returned to County Treasurer: 0  
**Total Expenditures: 162,087**

**TIF Sp. Rev. Fund Cash Balance as of 06-30-2013:** **270,333** **270,333** **Amount of 06-30-2013 Cash Balance Restricted for LMI**

## Projects For VAN METER URBAN RENEWAL

### CR Estates WA

Description:	Water Main Extended to Crestview Estates
Classification:	Roads, Bridges & Utilities
Physically Complete:	Yes
Payments Complete:	No

### CR Estates SW

Description:	Sewer Main Extended to Crestview Estates
Classification:	Roads, Bridges & Utilities
Physically Complete:	Yes
Payments Complete:	No

## Debts/Obligations For VAN METER URBAN RENEWAL

### 2005 Water Improvement Bond

Debt/Obligation Type:	Gen. Obligation Bonds/Notes
Principal:	136,000
Interest:	5,766
Total:	141,766
Annual Appropriation?:	No
Date Incurred:	05/01/2005
FY of Last Payment:	2018

### 2005 Sewer Improvement Bond

Debt/Obligation Type:	Gen. Obligation Bonds/Notes
Principal:	73,233
Interest:	3,165
Total:	76,398
Annual Appropriation?:	No
Date Incurred:	12/01/2005
FY of Last Payment:	2018

## **Non-Rebates For VAN METER URBAN RENEWAL**

TIF Expenditure Amount: 47,213  
Tied To Debt: 2005 Water Improvement Bond

TIF Expenditure Amount: 20,379  
Tied To Debt: 2005 Sewer Improvement Bond

## Rebates For VAN METER URBAN RENEWAL

### Crestview Estates

TIF Expenditure Amount:	78,996
Rebate Paid To:	Crestview Estates No 1 LLC
Tied To Debt:	2005 Water Improvement Bond
Tied To Project:	CR Estates WA
Projected Final FY of Rebate:	2018

### Whispering Pines

TIF Expenditure Amount:	15,499
Rebate Paid To:	Grinnell State Bank
Tied To Debt:	2005 Sewer Improvement Bond
Tied To Project:	CR Estates SW
Projected Final FY of Rebate:	2015

## Income Housing For VAN METER URBAN RENEWAL

Amount of FY 2013 expenditures that provide or aid in the provision of public improvements related to housing and residential development:	0
<hr/>	
Lots for low and moderate income housing:	0
Construction of low and moderate income housing:	0
Grants, credits or other direct assistance to low and moderate income families:	0
Payments to a low and moderate income housing fund established by the municipality, including matching funds for any state or federal moneys used for such purposes:	0
Other low and moderate income housing assistance:	0

**TIF Taxing District Data Collection**

Local Government Name: VAN METER (25G239)  
 Urban Renewal Area: VAN METER URBAN RENEWAL (25004)  
 TIF Taxing District Name: VAN METER CITY/VAN METER SCH/URBAN TIF INCREMENT  
 TIF Taxing District Inc. Number: 25105  
 TIF Taxing District Base Year: 1990  
 FY TIF Revenue First Received: 1992  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District statutorily ends: 2016

	UR Designation
Slum	No
Blighted	No
Economic Development	02/1991

TIF Taxing District Value by Class - 1/1/2011 for FY 2013

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	16,066,440	1,086,190	0	0	-48,152	17,104,478	0	17,104,478
Taxable	0	8,154,013	1,086,190	0	0	-48,152	9,192,051	0	9,192,051
Homestead Credits									88

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2013	5,580,977	9,192,051	0	9,192,051	284,993

FY 2013 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: VAN METER (25G239)  
 Urban Renewal Area: VAN METER URBAN RENEWAL (25004)  
 TIF Taxing District Name: VAN METER CITY AG/VAN METER SCH/URBAN TIF INCREMENT  
 TIF Taxing District Inc. Number: 25107  
 TIF Taxing District Base Year: 1990  
 FY TIF Revenue First Received: 1992  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District statutorily ends: 2016

	UR Designation
Slum	No
Blighted	No
Economic Development	02/1991

TIF Taxing District Value by Class - 1/1/2011 for FY 2013

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	134,920	0	0	0	0	0	134,920	0	134,920
Taxable	77,635	0	0	0	0	0	77,635	0	77,635
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2013	46,301	77,635	0	77,635	1,651

FY 2013 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: VAN METER (25G239)  
 Urban Renewal Area: VAN METER URBAN RENEWAL (25004)  
 TIF Taxing District Name: VAN METER CITY/VAN METER SCH/URBAN TIF 2002 INC  
 TIF Taxing District Inc. Number: 25248  
 TIF Taxing District Base Year: 2002  
 FY TIF Revenue First Received: 2003  
 Subject to a Statutory end date? No

	UR Designation
Slum	No
Blighted	No
Economic Development	10/2002

TIF Taxing District Value by Class - 1/1/2011 for FY 2013

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	2,628,450	0	0	0	0	2,628,450	0	2,628,450
Taxable	0	1,333,986	0	0	0	0	1,333,986	0	1,333,986
Homestead Credits									10

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2013	1,098,810	1,333,986	1,333,986	0	0

FY 2013 TIF Revenue Received: 41,357

**TIF Taxing District Data Collection**

Local Government Name: VAN METER (25G239)  
 Urban Renewal Area: VAN METER URBAN RENEWAL (25004)  
 TIF Taxing District Name: VAN METER CITY/VAN METER SCH/2004 URBAN TIF INC  
 TIF Taxing District Inc. Number: 25308  
 TIF Taxing District Base Year: 0  
 FY TIF Revenue First Received:  
 Subject to a Statutory end date? No

	UR Designation
Slum	No
Blighted	No
Economic Development	No

TIF Taxing District Value by Class - 1/1/2011 for FY 2013

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	2,730,560	122,880	0	0	-3,704	2,849,736	0	2,849,736
Taxable	0	1,385,809	122,880	0	0	-3,704	1,504,985	0	1,504,985
Homestead Credits									13

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2013	2,290,790	562,650	0	562,650	17,445

FY 2013 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: VAN METER (25G239)  
 Urban Renewal Area: VAN METER URBAN RENEWAL (25004)  
 TIF Taxing District Name: VAN METER CITY AG/VAN METER SCH/2004 TIF INC  
 TIF Taxing District Inc. Number: 25310

	UR Designation
TIF Taxing District Base Year: 0	Slum No
FY TIF Revenue First Received:	Blighted No
Subject to a Statutory end date? No	Economic Development No

TIF Taxing District Value by Class - 1/1/2011 for FY 2013

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	162,930	0	0	0	0	0	162,930	0	162,930
Taxable	93,752	0	0	0	0	0	93,752	0	93,752
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2013	65,840	93,752	0	93,752	1,994

FY 2013 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: VAN METER (25G239)  
 Urban Renewal Area: VAN METER URBAN RENEWAL (25004)  
 TIF Taxing District Name: VAN METER CITY/VAN METER SCH/2005 URBAN TIF INC  
 TIF Taxing District Inc. Number: 25312

	UR Designation
TIF Taxing District Base Year: 2004	Slum No
FY TIF Revenue First Received: 2008	Blighted No
Subject to a Statutory end date? No	Economic Development 12/2004

TIF Taxing District Value by Class - 1/1/2011 for FY 2013

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	8,160,370	0	0	0	-5,556	8,154,814	0	8,154,814
Taxable	0	4,141,555	0	0	0	-5,556	4,135,999	0	4,135,999
Homestead Credits									26

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2013	0	4,135,999	4,135,999	0	0

FY 2013 TIF Revenue Received: 128,241

**TIF Taxing District Data Collection**

Local Government Name: VAN METER (25G239)  
 Urban Renewal Area: VAN METER URBAN RENEWAL (25004)  
 TIF Taxing District Name: VAN METER CITY AG/VAN METER SCH/2005 URBAN TIF INC  
 TIF Taxing District Inc. Number: 25314

	UR Designation
TIF Taxing District Base Year: 0	Slum No
FY TIF Revenue First Received:	Blighted No
Subject to a Statutory end date? No	Economic Development No

TIF Taxing District Value by Class - 1/1/2011 for FY 2013

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	81,300	0	0	0	0	0	81,300	0	81,300
Taxable	46,781	0	0	0	0	0	46,781	0	46,781
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2013	38,370	42,930	0	42,930	913

FY 2013 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: VAN METER (25G239)  
 Urban Renewal Area: VAN METER URBAN RENEWAL (25004)  
 TIF Taxing District Name: VAN METER CITY/VAN METER SCH/2006 PCB URBAN TIF INCREMENT  
 TIF Taxing District Inc. Number: 25321

	UR Designation
TIF Taxing District Base Year: 2005	Slum No
FY TIF Revenue First Received: 2006	Blighted No
Subject to a Statutory end date? No	Economic Development 07/2005

TIF Taxing District Value by Class - 1/1/2011 for FY 2013

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	1,599,070	0	0	0	0	1,599,070	0	1,599,070
Taxable	0	811,555	0	0	0	0	811,555	0	811,555
Homestead Credits									7

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2013	0	811,555	811,555	0	0

FY 2013 TIF Revenue Received: 25,162

**Resolution # 2013-\_\_\_\_\_ “A Resolution approving an employment agreement with William Daggett”**

Whereas, William Daggett has given 1 year of outstanding service to the City of Van Meter as Police Chief, and

Whereas, the City Council wishes to recognize and retain Mr. Daggett for his contributions to the City Government and his exemplary service to the City of Van Meter, and

Whereas, Mr. Daggett has taken on additional responsibilities and was promoted to Public Safety Director, and

Whereas, the City Administrator has reviewed with Mr. Daggett his performance and has concluded he exceeds expectations, and

Whereas, both Mr. Daggett and the City Council wish to continue their employment relationship, now

Therefore be it resolved that the City Council of Van Meter, Iowa hereby approves the employment agreement with William Daggett as presented in “Exhibit A” attached hereto and authorizes the Mayor to sign the aforementioned agreement.

Passed and Approved this 9<sup>th</sup> Day of November 2013.

\_\_\_\_\_ Mayor Allan Adams

ATTEST:

\_\_\_\_\_ Liz Thompson, City Clerk

## **Employment Agreement**

### **Introduction**

This Agreement, made and entered into this \_\_\_\_ Day of December 2013 by and between the City of Van Meter, of Dallas County, Iowa, a municipal corporation, (hereinafter called "Employer") and William J. Daggett, (hereinafter called "Employee") an individual who has the education, training and experience in public safety, both of whom agree as follows:

### **Section 1: Term**

This agreement shall remain in full force in effect from December \_\_\_\_, 2013 until December 31, 2018 or until such time as Employee's employment is renewed or terminated by the Employer or Employee as provided in Section 9, 10 or 11 of this agreement.

### **Section 2: Duties and Authority**

Employer agrees to employ William J. Daggett as Director of Public Safety/Police Chief to perform the functions and duties specified in Chapters 30, 34, 35 of the Van Meter code and to perform other legally permissible and proper duties and functions as prescribed in the job description or as the Mayor, Council and City Administrator may from time to time assign.

### **Section 3: Compensation**

A. Base Salary: Employer agrees to pay Employee an annual base salary of \$49,440, payable in installments at the same time that the other employees of the Employer are paid.

B. Upon the results of a satisfactory performance review, the Employer agrees to a one time increase of the annual base salary of the Employee by \$6,250.00 effective July 1, 2014. Thereafter consideration shall be given on an annual basis to increase compensation.

C. This agreement shall be automatically amended to reflect any salary adjustments that are provided or required by the Employer's compensation policies.

### **Section 4: Health, Disability and Life Insurance Benefits**

A. The Employer agrees to provide and to pay the premiums for health, hospitalization, surgical, vision, dental and comprehensive medical insurance for the Employee. On an annual basis the employee may opt for family benefits but in doing so shall have his annual salary decreased by an amount equal to the annual difference between the single and family premiums.

B. The Employer agrees to put into force and to make required premium payments for short term and long term disability coverage for the Employee.

### **Section 5: Vacation and Sick Leave**

A. The Employee shall be credited with sick and vacation leave in accordance with the City of Van Meter's Personnel Policy.

### **Section 6: Retirement**

The Employer agrees to enroll the Employee into the applicable state or local retirement system and to make all the appropriate contributions on the Employee's behalf, pursuant to applicable State law.

### **Section 7: Termination**

The employee shall not be discharged without just cause. For the purpose of this agreement, termination shall occur when the majority of the governing body votes to terminate the Employee at a duly authorized public meeting.

### **Section 8: Severance**

A. Severance shall be paid to the Employee when employment is terminated without just cause. If the Employee is terminated without just cause, the Employer shall provide a minimum severance payment equal to six months compensation at the current rate of pay. This severance shall be paid in a lump sum unless otherwise agreed to by the Employer and the Employee.

B. If the Employee is terminated because of just cause or a conviction of a felony, then the Employer is not obligated to pay severance under this section.

**Section 11: Resignation**

In the event that the Employee voluntarily resigns his/her position with the Employer, the Employee shall provide a minimum of 30 days notice unless the parties agree otherwise.

**Section 12: Performance Evaluation**

Employer shall annually review the performance of the Employee.

**Section 17: Other Terms and Conditions of Employment**

The employee shall maintain a permanent and primary residence within the corporate limits of the City of Van Meter.

The Employer, only upon agreement with Employee, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City of Van Meter Code or any other law.

**Section 18: Notices**

Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows: (1) EMPLOYER: Mayor, PO Box 160, Van Meter, IA 50261 (2) EMPLOYEE: William J. Daggett, 2675 Tracy Ave, Van Meter, IA 50261. Alternatively, notice required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as the date of deposit of such written notice in the course of transmission in the United States Postal Service.

**Section 19: General Provisions**

A. Integration. This Agreement sets forth and establishes the entire understanding between the Employer and the Employee relating to the employment of the Employee by the Employer. Any prior discussions or representations by or between the parties are merged into and rendered null and void by this Agreement. The parties by mutual written agreement may amend any provision of this agreement during the life of the agreement. Such amendments shall be incorporated and made a part of this agreement.

B. Binding Effect. This Agreement shall be binding on the Employer and the Employee as well as their heirs, assigns, executors, personal representatives and successors in interest.

C. Effective Date. This Agreement shall become effective on January 1, 2014.

D. Severability. The invalidity or partial invalidity of any portion of this Agreement will not effect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the expungement or judicial modification of the invalid provision.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Employee

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Notary Public



December 2, 2013

Jake Anderson  
City Administrator  
City of Van Meter  
505 Grant Street  
P.O. Box 160  
Van Meter, Iowa 50261-0160

VAN METER, IOWA  
RICHLAND ROAD SANITARY SEWER  
PAY ESTIMATE NO. 2

Enclosed are three copies of Pay Estimate No. 2 for work on the Richland Road Sanitary Sewer project, under the contract between the City of Van Meter and Hurst & Sons Contractors, Inc. dated November 25, 2013. The partial payment estimate is for the period October 28, 2013 to November 28, 2013 and includes Change Order No. 2.

We have checked the estimate and change order and recommend payment to Hurst & Sons Contractors, Inc. in the amount of \$60,970.13.

Please sign all copies of Pay Estimate No. 2 and Change Order No. 2 in the space provided and return one signed copy of the pay estimate and change order to our office. Please return one signed copy of Pay Estimate No. 2 and Change Order No. 2 to Hurst & Sons Contractors, Inc.

Approval of Change Order No. 2 should occur first followed by approval of Pay Estimate No. 2.

If you have any questions, please contact us at 225-8000.

VEENSTRA & KIMM, INC.

Gerald E. Rinehart

GER:dml  
19352

Enclosures

cc: Hurst & Sons Contractors, Inc. w/enclosure



November 22, 2013

**CHANGE ORDER NO. 2**

VAN METER, IOWA  
 RICHLAND ROAD SANITARY SEWER

Change Order No. 2 includes the following item:

Additions

- |   |           |
|---|-----------|
| 1. Grout inverts in new manholes per Dave Herman's request using 8.5 gallon hydraulic cement. | \$ 685.00 |
| Total Additions   | \$ 685.00 |

Deductions

None

Change Order No. 2 increases the contract price by \$685.00.

**HURST & SONS CONTRACTING, INC.**

By *James D. Hurst*  
 Title *VP*  
 Date *11/25/13*

**CITY OF VAN METER, IOWA**

By \_\_\_\_\_  
 Title \_\_\_\_\_  
 Date \_\_\_\_\_

**VEENSTRA & KIMM, INC.**

By *Herald E. Renschert*  
 Title *Project Manager*  
 Date *11/27/13*

**ATTEST:**

By \_\_\_\_\_  
 Title \_\_\_\_\_  
 Date \_\_\_\_\_

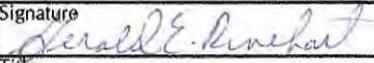


**MATERIALS STORED SUMMARY**

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

<b>SUMMARY</b>			
		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%)	\$ 8,208.12
		Net Amount Due This Estimate	\$ 155,954.19
Less Estimate(s) Previously Approved	No. 1	\$ 94,984.06	
	2	\$	
	3	\$	
	4	\$	
	5	\$	
	6	\$	
		Total Previously Approved	\$ 94,984.06
Percent Complete	99%	Amount Due This Estimate	\$ 60,970.13

The amount **\$60,970.13** is recommended for payment in accordance with the terms of the Contract. The amount **\$ N/A** is recommended for payment 30 days after the project has been accepted by the City.

<b>Requested By:</b> Hurst & Sons Contractors, Inc.	<b>Recommended By:</b> Veenstra & Kimm, Inc.	<b>Approved By:</b> City of Van Meter, Iowa
Signature 	Signature 	Signature
Title VP	Title Project Manager	Title
Date 11/25/13	Date 11/27/13	Date

# Agenda Item #6 - MidAm Pre-annexation Agreement

Submitted for:  
Action

Recommendation:  
Approval

Sample Language:

*Mayor: Would the City Administrator present the proposed pre-annexation agreement*

*Admin: Give presentation*

*Mayor: Does the City Council wish to discuss further the recommended agreement? If not, I would entertain a motion to approve the proposal.*

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

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

*Mayor: Roll Call Please.*

*City Clerk: Lacy \_\_\_; Booge \_\_\_; Sacker \_\_\_; Wiederholt \_\_\_; Coyle \_\_\_;*

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

Prepared by and after recording return to: City of Van Meter, 505 Grant Street, P.O. Box 160, Van Meter, IA 50261 (515) 996-2644

### **PRE-ANNEXATION AGREEMENT**

This Pre-Annexation Agreement is entered into between MidAmerican Energy Company (the "Owner") and the City of Van Meter ("Van Meter") on the date set forth below.

**WHEREAS**, Owner owns and occupies land currently outside of the existing corporate boundary of Van Meter as an electric utility substation, with such land being legally described in Exhibit "A" attached hereto ("Annexing Property"); and

**WHEREAS**, Van Meter would like to have the the Annexing Property legally annexed and incorporated within its corporate boundary; and

**WHEREAS**, Owner is willing to consent to Van Meter's annexation of the Annexing Property in to Van Meter provided that upon annexation the Annexing Property can be rezoned so as to make the electric substation use of the Annexing Property legally conforming to the zoning ordinance of Van Meter; and

**WHEREAS**, Van Meter cannot rezone the Annexing Property until such time as it is annexed in to Van Meter; and

**NOW THEREFORE**, Owner and Van Meter hereby enter into this Pre-Annexation Agreement to achieve their mutual objectives in for consideration as recited herein based on the foregoing recitals now incorporated herein:

I. Van Meter will prepare an annexation application and take all annexations necessary to annex the Annexing Property and Owner will consent to the annexation.

2. Immediately upon annexation of the Annexing Property, Van Meter shall initiate a rezoning of the Annexing Property to the district classification of "MU" in accordance with attached Exhibit "B". Owner will consent to this rezoning of the Annexing Property.

3. The parties jointly agree and stipulate that this agreement shall be filed with the Dallas County Recorder and any disputes regarding same will be properly determined in the Iowa District Court in and for Dallas County, Iowa. The parties hereto waive any rights to trial by jury.

THE PRECEDING AGREEMENT CONTAINS ALL THE TERMS AND CONDITIONS OF THE PRE-ANNEXATION AGREEMENT OF THE PARTIES. THESE TERMS AND AGREEMENTS MAY BE MODIFIED BY MUTUAL CONSENT OF THE PARTIES. THE UNDERSIGNED HAVE READ THIS AGREEMENT, FIND THE TERMS TO BE ACCEPTABLE TO THE RESPECTIVE PARTIES, AND AFFIRMATIVELY STATE THAT THEY ARE AUTHORIZED TO EXECUTE THIS AGREEMENT ON BEHALF OF THE RESPECTED PARTIES.

Dated this 6 day of December, 2013.

MIDAMERICAN ENERGY COMPANY.

By: 

Name: Jeffery J. Gust

By: 

Name: Paul J. Leighton

Title: Vice President, Compliance & Standards

Title: Vice President & Corporate Secretary

ATTEST:

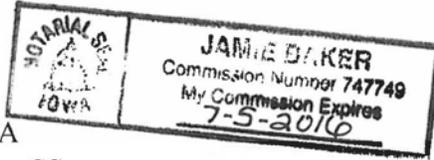
CITY OF VAN METER, IOWA

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

\_\_\_\_\_  
Allan Adams, Mayor

State of IOWA  
:SS  
County of POLK

This Pre-Annexation Agreement was acknowledged before me on December 6, 2013 by Jeffrey J. Gust as Vice President, Compliance & Standards of MidAmerican Energy Company.



Jamie Baker  
Signature of Notary in and for State of Iowa

State of IOWA  
:SS  
County of POLK

This Pre-Annexation Agreement was acknowledged before me on December 6, 2013 by Paul J. Leighton as Vice President and Corporate Secretary of MidAmerican Energy Company.



Jamie Baker  
Signature of Notary in and for State of Iowa

State of IOWA  
:SS  
County of DALLAS

This Pre-Annexation Agreement was acknowledged before me on December \_\_\_, 2013 by Allan Adams as Mayor and attested to by Jake Anderson as City Administrator as and for the City of Van Meter, Iowa and executed under authority of Resolution \_\_\_ of the City of Van Meter City Council as approved on December \_\_\_, 2013.

\_\_\_\_\_  
Signature of Notary in and for State of Iowa

**EXHIBIT "A"**  
PRE-ANNEXATION AGREEMENT  
MIDAMERICAN ENERGY COMPANY  
BOONEVILLE 161kV SUBSTATION TO BE ANNEXED IN TO CITY OF VAN METER  
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.

EXHIBIT "B"  
PRE-ANNEXATION AGREEMENT

Ordinance No. 241

**AN ORDINANCE AMENDING THE ZONING ORDINANCE BY  
ADDING A NEW ZONING DISTRICT**

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

**SECTION 1: Purpose.** The purpose of this ordinance is to amend the Van Meter Municipal Code to add a new zoning district and to incorporate other amendments to the zoning ordinance associated with the new zoning district.

**SECTION 2: Amendment.**

*(1) Section 165.04.12 is to be amended with adding the following language:*

F. The provisions of this section shall not be applicable to any buildings located in an MU district.

*(2) A new section, Section 165.02.13 is hereby created, with the following language:*

**165.06.13 "MU" MAJOR UTILITY DISTRICT**

**A. INTENT.**

The Major Utility District is intended to provide suitable locations for major utilities facilities necessary for the providing of public or privately owned utility services to support business and residential uses in and adjacent to the City. The regulations set forth in this section are meant to achieve the following:

1. To provide appropriate space for municipal utility infrastructure facilities, including water treatment plants and wastewater treatment plants.
2. Provide appropriate space for major electrical substations.
3. To provide space for similar major utility facilities.

**B. PERMITTED USES.**

The permitted uses within the District encompass a range of major utility facilities necessary to provide services for business and residential development within and adjacent to the City. Permitted uses shall include the following and uses of a similar nature:

1. Water treatment plants.
2. Wastewater treatment plants.
3. Electrical substations.

**C. ACCESSORY USES.**

1. Standby power generators used for emergency power, provided such generators are equipped with appropriate sound dampening enclosures and mufflers.
2. Fuel storage for standby generators.

3. Security fencing and other means of providing site security.
4. On-site exterior signs which shall be integral or attached to the building and shall not extend above any building line, shall not have a height of more than 2 feet or a length of more than 20 feet, or ground or monument signs not exceeding 4 feet in height or 8 feet in length.
5. The required, or advisable, warning signs attached to an exterior security fence or installed in a manner to provide the required notification.

#### D. AREA REGULATIONS.

1. Lot area. The minimum area for a water treatment plant shall be 0.5 acres. The minimum area for all other uses shall be 3 acres.
2. Lot width. There shall be no minimum required lot width.
3. Yard depth.
  - a. The minimum front yard depth for a water treatment plant shall be 30 feet. The minimum front yard depth for all other uses shall be 50 feet.
  - b. The minimum rear yard depth for a water treatment plant shall be 30 feet. The minimum rear yard depth for all other uses shall be 50 feet.
  - c. The minimum side yard depth shall be 10 feet on all sides other than the front and rear for a water treatment plant. The minimum side yard depth shall be 25 feet on all sides other than the front and rear for all other uses.
4. Building height. The maximum building height shall be 45 feet.
5. Ancillary systems height. The maximum height for any ancillary system, not incorporated in a building shall be 80 feet.

***(3) Section 165.08.02 is to be amended with adding the following language:***

Any development in the MU zoning district.

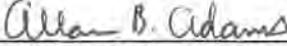
- a. Any development where one or more vehicles are regularly present at the facility for more than one hour per day the development must provide four designated parking stalls, except if the maximum number of vehicles projected to be present at any time on the site is greater than three the minimum number of parking stalls shall be based on the maximum number of vehicles projected to be present at any time plus two stalls.
- b. For any development where vehicles are not present on a regular basis for more than one hour per day, designated parking stalls are not required provided the maximum number of vehicles can be accommodated on a paved or granular surface with all vehicles being located a minimum of 10 feet from any property line.

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

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

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

Passed by the City Council of the City of Van Meter, Iowa, on this 18 day of November 2013, and approved this 19<sup>th</sup> day of November 2013.

  
ALLAN ADAMS, MAYOR

ATTEST:

  
JAKE ANDERSON, CITY ADMINISTRATOR

# Agenda Item #7 - Resolution Naming Street

Submitted for:

Action

Recommendation:

Approval

Sample Language:

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

Staff: *Gives presentation.*

Mayor: *Does the City Council wish to discuss further the proposal? If not, I would entertain a motion for approval.*

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

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

Mayor: *Roll Call Please.*

City Clerk: *Lacy \_\_\_; Booge \_\_\_; Sacker \_\_\_; Wiederholt \_\_\_; Coyle \_\_\_;*

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

---

Resolution # \_\_\_\_\_  
A RESOLUTION NAMING STREET PURSUANT TO VAN METER CODE CHAPTER 139

WHEREAS, the City of Van Meter has received roadway dedicated in conjunction with the Hilltop Van Meter Plat; and

WHEREAS, the street connects to Richland Road, from where it heads in a northeasterly direction to its termination point at the Van Meter Cemetery, and is commonly referred to as the "Van Meter Cemetery Road;" and

WHEREAS, the City is empowered to name and change the names of streets within the City limits pursuant to the Van Meter Code of Ordinances, Sections 139.01 and 139.02;

WHEREAS, the street in question is a continuation of the street presently named "Richland Circle," and the City finds it reasonable and proper that the street be formally named "Richland Circle."

BE IT HEREBY RESOLVED that the City Council of Van Meter, Iowa, hereby issues notice that the street herein mentioned shall be identified as "Richland Circle," that all official pronouncements and documentation shall be authorized by the action herein, and that the Administrator is authorized to do such further actions as may enact the will of the Council in this regard with respect to the street referenced herein.

Adopted and passed this 18th day of November, 2013.

---

Allan Adams, Mayor

ATTEST:

---

Jake Anderson, City Administrator

I:\VanMeter\FISK\Resolutions\Resolution Naming Street 11 18 13.doc

# Agenda Item #8 - Appointment of a Deputy Clerk/Rec Coordinator

Submitted for:

Action

Recommendation:

Approval

Breif:

Interviews are scheduled for Sunday and a recommendation will be presented at the meeting on Monday night.

Sample Language:

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

Staff: *Gives presentation.*

Mayor: *Does the City Council wish to discuss further the proposal? If not, I would entertain a motion for approval.*

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

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

Mayor: *Roll Call Please.*

City Clerk: *Lacy \_\_\_; Booge \_\_\_; Sacker \_\_\_; Wiederholt \_\_\_; Coyle \_\_\_;*

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

# Agenda Item #9 - Request for additional compensation from Hurst and Sons for the R16 SW project

Submitted for:

Action

Recommendation:

Review and Discuss

Sample Language:

Mayor: *Would staff please present the proposal.*

Staff: *Gives presentation.*

Mayor: *Does the City Council wish to discuss further the proposal? If not, I would entertain a motion to decline or approve.*

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

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

Mayor: *Roll Call Please.*

City Clerk: *Lacy \_\_\_; Booge \_\_\_; Sacker \_\_\_; Wiederholt \_\_\_; Coyle \_\_\_;*

Mayor: *The proposal is declined/approved. Thank you.*



November 18, 2013

Jake Anderson  
City Administrator  
City of Van Meter  
505 Grant Street  
P.O. Box 160  
Van Meter, Iowa 50261-0160

CITY OF VAN METER, IOWA  
RICHLAND ROAD SANITARY SEWER  
REQUEST FOR ADDITIONAL COMPENSATION

Enclosed is a copy of an email message from Hurst & Sons Contracting, Inc. requesting two items of additional compensation on the Richland Road Sanitary Sewer Project.

The first item for which additional compensation is requested is the cost to truck out rock excavated from the project. The requested compensation of \$1,470 based on the 15 loads of material. Hurst & Sons Contracting, Inc. is only requesting it's out of pocket cost for the trucking and disposal fee.

Under the contract documents all excavated material is defined as unclassified material. The contract requires the contractor to dispose of excess material at no cost to the contract. In most cases the contractor does not include a cost for disposal of material as excess the material is typically soil that can be wasted on the project site or moved to an adjoining area at little cost.

In this instance the contractor incurred an additional out of pocket cost for disposal of the shale. Hurst & Sons Contracting, Inc. appears to recognize this work probably does not qualify for additional compensation by its requesting only the out of pocket trucking costs.

Under the contract the City would not be obligated to cover any portion of the additional trucking cost. It is within the discretion of the City whether to cover any portion of the trucking cost by change order.

The second item is a request in the amount of \$685 for the cost of a routing the A-Loks in the manholes on the project. The request includes cost for the grout and tax. The materials incorporated in the project should not be subject to sales tax. The adjusted request for additional compensation is in the amount of \$640.

Jake Anderson  
November 18, 2013  
Page 2

Grouting the bottom part of an A-Lok is not a standard practice. This requirement was not specifically included in the contract. As additional work the contractor would be entitled to compensation for both materials and the labor cost. In this instances Hurst & Sons Contracting, Inc. is not requesting any additional labor costs.

In summary, it would appear the City would be obligated under the contract to issue a change order to cover the \$640 cost of the grout and would have the discretion whether to include by change order the cost for the trucking. In this instance the contractor appears to be very reasonable for additional compensation even though it is clear under the contract the trucking costs would not be clearly compensable under the contract.

If you have any questions or comments concerning the project, please contact the writer at 225-8000.

VEENSTRA & KIMM, INC.



H. R. Veenstra Jr.

HRVJr:pjh  
19354  
Enclosure

**Subject:** Change Order for Rock Hauling on Richland Road Sanitary Sewer

**From:** Jerry Rinehart <grinehart@v-k.net>

**Date:** 11/15/2013 10:33 AM

**To:** "<bveenstra@v-k.net>" <bveenstra@v-k.net>

Bob,

Below is the trucking cost Jim Hurst was requesting to get paid for for hauling out the rock he encountered. He is only requesting trucking costs.

Please discuss this with Jake to see if he is agreeable to pay it.

I also spoke with Jake this morning. He authorized paying the change order for the grouting that Dave had requested. Jim only wanted paid for the grout which he estimated to be around \$640.

Jerry

Jerry

Following are our costs involved in trucking out all the rock excavation from the project.

On November 13 we had to side dump trucks from JM T Trucking on site from 7 AM to 1 PM

They hauled a total of 15 loads.

12 trucking hours @\$110.00/hr=\$1320.00

Dump fee@\$10.00/per load=. \$150.00

Total amount due:\$1470.00

Also, we were directed by Dave Herman of VanMeter to grout inverts in new man holes. We used 8.5 gallon pails of hydraulic cement, water plug,

They are \$80 per pale.

8x \$80.00=\$640.00

Tax. \$45.00

Total amount due=\$685.00

Please issue a change order in the amount of \$2155 for the above work

Thank you for your cooperation in this matter

James Hurst

Sent from my iPad

On Oct 21, 2013, at 4:09 PM, Jerry Rinehart <grinehart@v-k.net> wrote:

Jim,

The attached drawing should assist you in preparing a quote for the sewer services to serve Knapp Properties lots 1 - 4. The sanitary sewer depth is averaging 9.5' to 10.0' deep. The assumed sanitary sewer service flow line at the ROW line is to be 12' and the service extend 10" into the property.

Contact me if you have questions.

Jerry

<Knapp Properties Sewer Service Slopes 10-21-13.pdf>

# Agenda Item #10 -

## Discussion on a proposed ordinance for the charging of fees related to emergency services

Submitted for:

Discussion

Recommendation:

Sample Language:

Mayor: *Would staff please present the proposal.*

Staff: *Gives presentation.*

Mayor: *Does the City Council wish to discuss further the proposal? If not, I would entertain a motion to set a date for a public hearing on January 13, 2014.*

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

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

Mayor: *Roll Call Please.*

City Clerk: *Lacy \_\_\_; Booge \_\_\_; Sacker \_\_\_; Wiederholt \_\_\_; Coyle \_\_\_;*

Mayor: *The public hearing is set. Thank you.*



505 Grant Street  
P.O. Box 160  
Van Meter, Iowa 50261

City Hall: 515-996-2644  
Fax: 515-996-2207  
Dispatch: 515-993-4567  
Cellular: 515-202-4154  
Email: [wdaggett@vanmeteria.gov](mailto:wdaggett@vanmeteria.gov)

## VAN METER DEPARTMENT OF PUBLIC SAFETY

“Serving the Community”

December 4, 2013

To: Mayor Allan Adams & Members of the Council  
From: William Daggett  
Ref: Fire Department Charging Ordinance  
Cc: Jake Anderson, City Administrator

Mayor & Council,

The Van Meter Fire Department command and I have been working diligently to provide additional funding for fire services in the community. As part of this work it was brought to our attention that in addition to the tax bases already providing a funding source the department could charge for manpower hours, equipment usage hours and restocking of departmental assets used during operations. This charge while going to the home owner or vehicle owner would be passed on to the insurance companies for payment. Each insurance company has a line item for fires, accidents and rescues to pay for fire services rendered to their clients. It is not our intent to raise the cost for the residents we serve but to use an already allocated funding source to increase services.

The attached ordinance was presented to the fire department by the city attorney with the understanding we would modify the charges and return it for final approval. We have done that and before Monday's meeting he will have a response regarding any changes to this ordinance. We have asked him to specifically look at whether Iowa code allows us to charge within the city limits of Van Meter.

A very rough projected estimate of funds available through this process came out at approximately \$75,000.00 for 2012. The budget for the fire department currently sits below that income amount. In discussion with city administration we have asked that the funding be set aside for the creation of a public safety vehicle and equipment purchase rotation program to comply with NFPA standards and to use as funds to construct a new public safety facility.

If you have any questions please contact me and I will be happy to answer them.

Thanks for your consideration of this matter.

William J. Daggett  
Police Chief (Director of Public Safety)  
City of Van Meter, Iowa

“SERVING THE COMMUNITY”

ORDINANCE NO.

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF VAN METER, IOWA, TO ESTABLISH RATES AND CHARGES FOR THE RECOVERY OF EXPENSES RELATED TO RESPONDING TO CALLS FOR FIRE FIGHTING AND OTHER EMERGENCY ASSISTANCE

WHEREAS, the Van Meter Fire Department expends significant time and resources in fighting fires and providing emergency response services to individuals within or outside the City's Corporate limits; and

WHEREAS, a Public Hearing was held on \_\_\_\_\_, 2013 at 7:00 p.m. at the Van Meter City Hall, in accordance with the Code of Iowa.

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

SECTION 1: New Sections \_\_\_\_ through \_\_\_\_\_ are hereby adopted, \_\_\_\_\_ as follows;

RATES TO RECOVER EXPENSES RELATED TO RESPONDING TO CALLS. There shall be and there are hereby established rates and charges for the recovery of expenses related to responding to calls for firefighting or other emergency assistance within or outside the corporate limits of the City of Van Meter and/or townships serviced, as follows:

a) Vehicle Extrication. In addition, to the hourly manpower rate and truck response rate as charged for fire protection services an additional charge of Five Hundred Dollars (\$500.00) per call shall be assessed by the City Clerk to the owner of the vehicle for services rendered by the Van Meter Fire Department relating to the response to calls relating to vehicle extrication, either within, or outside, the corporate limits of the City of Van Meter and/or townships serviced.

- Fire Protection Service Fees. Charges as stated hereafter per call shall be assessed by the City Clerk to the owner of the premises for services rendered and/or materials provided by the Van Meter Fire Department relating to response to such calls, within, or outside, the corporate limits of the City of Van Meter and/or townships serviced. Such fees shall be an hourly rate for personnel and equipment. A restocking fee of cost plus 15% shall apply to all departmental materials used.

Personnel per hour: \$30.00  
Pumper/Engines per hour: \$150.00  
Tanker(s) per hour: \$100.00

- b) Hazardous Materials Response: Charges as stated hereafter per call shall be assessed by the City Clerk to the owner of the premises or owner of the vehicle for services rendered and/or materials provided by the Van Meter Fire Department relating to response to hazardous materials incidents, either within , or outside, the corporate limits of the City of Van Meter and/or townships serviced. Such fees shall be an hourly rate for personnel and equipment. A restocking fee of cost plus 15% shall apply to all departmental materials used.

Personnel per hour: \$50.00

Any Departmental Apparatus per hour: \$200.00

- c) EMS/Rescue Response: Charges as stated hereafter per call shall be assessed by the City Clerk to the owner of the premises or owner of the vehicle for services rendered and/or materials provided by the Van Meter Fire Department relating to response to emergency medical or rescue incidents, either within , or outside, the corporate limits of the City of Van Meter and/or townships serviced. Such fees shall be an hourly rate for personnel and equipment. A restocking fee of cost plus 15% shall apply to all departmental materials used.

Personnel per hour: \$30.00

Rescue Vehicle(s) per hour: \$300

SECTION 2: SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 3: EFFECTIVE DATE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law and upon occurrence of the condition set forth herein.

Passed by the City Council of the City of Van Meter, Iowa, on this \_\_\_\_\_ day of \_\_\_\_\_, 2013, and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
ALLAN ADAMS, MAYOR

ATTEST:

\_\_\_\_\_  
JAKE ANDERSON, CITY ADMINISTRATOR

# Agenda Item #11 - 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, Booge
  - b. Culture and Recreation – Booge, Sacker
  - c. Special Liaison Assignments or Ad-Hoc Committees
- 9) *Mayor*
  - a. Finance – Adams, Lacy, Coyle
  - b. Policy – Adams, Coyle, Wiederholt
  - c. Economic Development – Adams, Wiederholt, Lacy
  - d. Public Safety – Adams, Coyle, Wiederholt
  - e. EMA, E911 \*Lacy Alternate

November 2013 stats for The Van Meter Public Library

Items circulated	685		
# of citizens in to use a library service	655		
Rural Route	30	Open access	10
Deletes to the SILO Database	35		
New borrowers	0		
New titles added to the collection	118	43 purchased	75 donated
Items weeded	78		
Fines/guilt	\$12.05	\$10.00 paid by patron for lost book	
Reference questions	206		
Inter library loans requested	40	and sent	9

We continue to have after school program and snack daily.

We average 15-20 kids after school daily. The number of kids who have used the after school program is 35.

We held two craft nights in November.

We had a Senior citizen dinner for Thanksgiving on a Saturday with games. We had 24 attend.

Small daycare comes in once a week now for books, games and bring their own lunch.

Book club was canceled due to weather.

Story time held each Wednesday at 10am

We have had several families in on genealogy.

Jolena is corresponding with Derold Stump author of the Nile Kinnick biography. He had a friend tell him about how Van Meter was doing. He graduated from here in 1949. He is sending Jolena historical information to keep at the library.

Raygun owner, Mike Draper sent us two of their newest books. Mike was also a Van Meter graduate and used the library in his growing up years.

Michelle decorated the library for Thanksgiving and Christmas.



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## VAN METER DEPARTMENT OF PUBLIC SAFETY

"Serving the Community"

# VAN METER DEPARTMENT OF PUBLIC SAFETY MONTHLY ACTIVITY REPORT MONTH OF NOVEMBER, 2013

### VAN METER FIRE DEPARTMENT ACTIVITY REPORT

<u>CASE NUMBER</u>	<u>DATE</u>	<u>CALL TYPE</u>	<u>LOCATION</u>	<u>SYNOPSIS CALL FOR SERVICE</u>
2013-0107	11-1-13	MEDICAL	VM SCHOOLS	14 YOA FEMALE WITH CHEST PAINS
2013-0108	11-2-13	MEDICAL	112 ARLINGTON	FEMALE WITH DIFFICULTY BREATHING
2013-0109	11-8-13	MEDICAL	VM SCHOOLS	ELDERLY FEMALE ILL
2013-0110	11-11-13	MV ACCIDENT	I-80 MM112	MOTOR VEHICLE ACCIDENT
2013-0111	11-11-13	MV ACCIDENT	34000 N AVE	MOTOR VEHICLE ACCIDENT
2013-0112	11-12-13	CARBON MONOXIDE	315 WEST STREET	RESIDENTS REQUEST RESIDENCE CHECKED FOR CARBON MONOXIDE
2013-0113	11-13-13	MEDICAL	36124 OLD PORTLAND RD	ELDERLY MALE DIABETIC REACTION
2013-0114	11-21-13	FIRE	33332 OLD PORTLAND LN	POWER POLE FIRE
2013-0115	11-23-13	ACCIDENT	I-80 MM113	MOTOR VEHICLE ACCIDENT
2013-0116	11-24-13	MEDICAL	315 WEST ST.	ELDERLY FEMALE ILL
2013-0117	11-29-13	FIRE ALARM	209 S HAZEL	SMOKE ALARMS ACTIVATED
2013-0118	11-30-13	RESCUE	31685 R AVE	DOG IN THE POND DROWNING. DOG AND OWNER RESCUED

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2013-0119 11-30-13 FIRE 1059 BADGER CREEK RD GAS ALARM ACTIVATED. NO LEAK LOCATED.

### DIVISION CALLS

EMS 5

FIRE 7

TOTAL FIRE/RESCUE/EMS CALL RESPONSE DUTY TIME Personnel: 17	27 HOURS & 2 MINUTES
TOTAL TRAINING TIME	20 HOURS
MEETINGS	8 HOURS & 30 MINUTES
ADMINISTRATIVE DUTIES	18 HOURS

**TOTAL TIME IN SERVICE TO THE COMMUNITY MINUTES 73 HOURS & 32**

\*\* This is not all inclusive of the time spent at the station doing fire department related work. It is a highlight of the hours of service.

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### VAN METER POLICE DEPARTMENT ACTIVITY REPORT

<u>CASE NUMBER</u>	<u>DATE</u>	<u>CALL TYPE</u>	<u>LOCATION</u>	<u>SYNOPSIS CALL FOR SERVICE</u>
2013-0361	11-1-13	MEDICAL	VM SCHOOLS	14 YOA STUDENT WITH CHEST PAINS
2013-0362	11-2-13	MEDICAL	112 ARLINGTON	ELDERLY FEMALE WITH TROUBLE BREATHING
2013-0363	11-5-13	POSS. METHAMPHET AMINE	MILL ST. & BOB FELLER MUSEUM	REPORT OF SUBJECT PASSED OUT BEHIND THE WHEEL. ARRESTED FOR POSSESSION OF CRYSTAL METHAMPHETAMINE
2013-0364	11-5-13	HARASSMENT	5215 KELSEY	MALE SUBJECT SENDING 12 YOA FEMALE SNAPCHAT PICTURES OF HIS GENITALIA
2013-0365	11-6-13	SEXUAL ABUSE	315 2 <sup>ND</sup> AVE #3	FEMALE AT WELLS FARGO REPORTING A RAPE AND DOMESTIC ASSAULT. MALE ARRESTED.
2013-0366	11-7-13	SUSPICIOUS ACTIVITY	3512 RICHLAND RD.	RESIDENT REPORTED TWO MALES PICKING UP A PACKAGE FROM HIS FRONT PORCH THAT HE DID NOT ORDER. INFORMATION PROVIDED TO THE FUSION CENTER
2013-0367	11-8-13	FUNERAL ESCORT	RICHLAND ROAD	FUNERAL ESCORT TO THE CEMETARY
2013-0368	11-8-13	MEDICAL	VAN METER SCHOOLS	ELDERLY ILL FEMALE AT THE FOOTBALL GAME
2013-0369	11-11-13	ACCIDENT	I-80 112MM	REPORT OF AN UNKNOWN ACCIDENT. ASSISTED ISP & VMFD
2013-0370	11-12-13	911	3554 RICHLAND RD	911 CALL WITH NO RESPONSE ON CALL BACK. THE COMPANY INSTALLING THE SEWER CUT THE HOMEOWNERS PHONE LINES
2013-0371	11-12-13	CARBON MONOXIDE	315 WEST STREET	CITIZEN REPORTED POSSIBLE CARBON MONOXIDE IN RESIDENCE. VMFD RESPONDED
2013-0372	11-14-13	THEFT	CASEY'S GENERAL STORE	REPORT OF DONATION BOX STOLEN. UPON INVESTIGATION IT WAS REMOVED BY OWNER

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2013-0373	11-15-13	DISORDERLY CONDUCT	REC COMPLEX	STUDENT REPORTED A FIGHT AT THE COMPLEX. UPON ARRIVAL TWO STUDENTS WERE GETTING READY TO FIGHT. PD AND SCHOOL DEALT WITH THE ISSUE.
2013-0374	11-16-13	ALARM	VM SCHOOLS	ALARM AT THE SCHOOL. DISREGARDED BEFORE ARRIVAL.
2013-0375	11-16-13	UNWANTED GUEST	320 ELM STREET	EX-HUSBAND IN THE DRIVEWAY CAUSING AN ISSUE. HE LEFT BEFORE ARRIVAL. DCSO STOPPED HIM NEAR ADEL AND ADVISED HIM NOT TO COME BACK.
2013-0376	11-23-13	ACCIDENT	I-80 113MM	MINOR INJURY ACCIDENT
2013-0377	11-23-13	ALARM	3512 RICHLAND RD	ALARM AT RESIDENCE. DISREGARDED PRIOR TO ARRIVAL.
2013-0378	11-24-13	ALARM	CASEY'S GENERAL STORE	UPON CHECKING IT WAS A 3:00 A.M. EMPLOYEE ERROR
2013-0379	11-24-13	ALARM	3512 RICHLAND ROAD	ALARM AT RESIDENCE. DISREGARDED PRIOR TO ARRIVAL.
2013-0380	11-24-13	MEDICAL	315 WEST STREET	67 YOA FEMALE VOMITING.
2013-0381	11-25-13	SUSPICIOUS VEHICLE	CASEY'S GENERAL STORE	A REPORT OF A SUSPICIOUS VEHICLE THAT WAS NOT LOCATED
2013-0382	11-25-13	MOTORIST ASSIST	35000 R AVE	ON PATROL CHECKED ON A VEHICLE PARKED ON THE SIDE OF THE ROAD. GEESE HUNTER.
2013-0383	11-29-13	FIRE ALARM	209 S HAZEL	REPORT OF SMOKE ALARMS GOING OFF.
2013-0384	11-29-13	911 HANGUP	VM SCHOOLS	911 HANGUP WITH STATIC. CHECKED OKAY.
2013-0385	11-30-13	SUSPICIOUS PERSON	320 WILSON STREET	RESIDENT REPORTED A MALE IN A BLACK COAT RUNNING THROUGH HIS BACKYARD. UTL.

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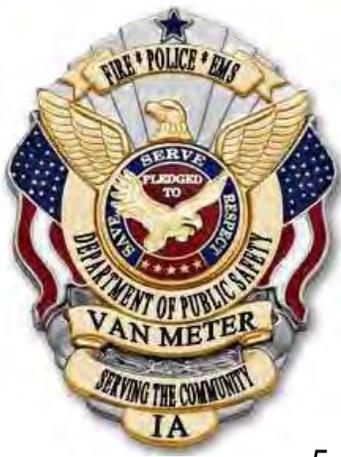
### ADMINISTRATIVE UPDATE

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

1. **NEW VEHICLE DECALS** - The design is done. Rachel and I meet with the company on 12-6-13 to measure the vehicle. They will then cut the designs and place them on the vehicle. We are looking at having them put on within two weeks. The police and badges on the sides will be reflective so that from a distance at night you will know it is a police vehicle.
2. **FIRE/EMS SERVICE CHARGING** – This ordinance will be presented at the January meeting as we have to meet a publication deadline for the paper.
3. **GRANT FUNDING** - I have written a federal grant for a FEMA Firefighter Assistance Grant. This grant is for new Self-Contained Breathing Apparatus, a CASCADE system, Thermal Imagers, training funds, Elliptical machines, a new ambulance and tanker. The grant is approximately \$450,000.00. The award notice comes in February 2014 if we are awarded anything we have requested.
4. **CITY LIMITS SIGNS** – Recently a citizen asked me why officers were working traffic on F-90/360<sup>th</sup> Street. I took a moment to discuss the city limit locations and the fact that part of F-90 is in the city. As such I have had a discussion with the city administrator about purchasing city limits signs for each entrance into the city. I will propose at the January meeting several sign designs and costs. I would appreciate any input you have regarding the type of sign and design. I am looking at a basic sign and then a custom sign based on the standards that hang in town. Just a way to educate the public on the work you have done growing our community.



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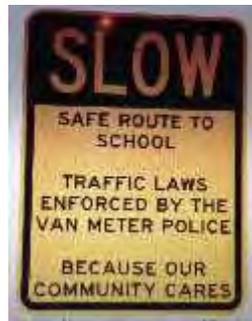
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5. Just a reminder that these signs will be ordered shortly. If you have any requests on where they be placed please let me know. Right now the plan for the please drive slowly signs is to place them at the entrances to the city and subdivisions. I would appreciate any input you have. The SRTS signs will be placed along the SRTS route and along other routes the kids use to walk to school.



Respectfully Submitted,

*William J. Daggett*

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

“SERVING THE COMMUNITY”

# Agenda Item #12 - 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 \_\_\_; Booge \_\_\_; Sacker \_\_\_; Wiederholt \_\_\_; Coyle \_\_\_;*

Mayor: *The meeting is adjourned. Those present are welcome to remain for the recognition of those who have served and the swearing in of new Council members. Thank you.*