

-NOTICE OF A PUBLIC MEETING-
Governmental Body: Van Meter City Council
Date of Meeting: Monday, March 11, 2013
Time/Place of Meeting: 7:00 p.m. – City Hall, 505 Grant St

Business Meeting Agenda:

1. Call to Order
2. Approval of Agenda
3. Introductions
4. Citizens Hearing
5. Consent Agenda:
 - a. Minutes of February 11, February 22, and February 26, 2013 council meetings
 - b. February Claims list
 - c. February Financial Statements
 - d. Approve an Agreement for Professional Services with Veenstra and Kimm for the engineering work related to extending Main Street and Winston Circle.
 - e. Approve an Agreement for Professional Services with Piper Jaffray for the issuance of general obligation bonds.
 - f. Acknowledge the receipt of disclosure information from Piper Jaffray for the issuance of general obligation bonds.
 - g. Approve an Agreement for Professional Services with Allender Butzke for the Phase I Environmental Assessment work related to the Site Certification project.
 - h. Approve an Agreement for Professional Services with Allender Butzke for geotechnical exploration work related to the Site Certification project.
 - i. Approve an Agreement for Professional Services with Griggs Environmental Strategies LLC (GES) for Wetland Delineation and Protected Species Inventory from work related to the Site Certification project.
 - j. Approve and Adopt Reserve Police Department Policies
 - k. Approve the appointment of Nicholas Campbell as a Reserve Police Officer.
 - l. Approve the appointment of Richard Farrell as a Reserve Police Officer.
6. Public Hearing on a resolution approving and adopting the proposed budget for fiscal year ending June 30, 2014.
7. Public Hearing on a resolution approving and adopting a proposed Future Land Use Plan forwarded from Planning and Zoning with a recommendation for approval.
8. Public Hearing on the first reading of an ordinance amending the Code of Ordinances establishing a Business Park Zoning District. Forwarded from Planning and Zoning with a recommendation for approval. Possibility of waiving readings two and three.
9. Public Hearing on the first reading of an ordinance amending the Code of Ordinances rezoning all the property within the City Limits south of F90 and east of R16 from (A) Agricultural to (BP-1) Business Park. Forwarded from Planning and Zoning with a recommendation for approval. Possibility of waiving readings two and three.
10. Public Hearing on the first reading of an ordinance amending the Code of Ordinances allowing the Council to exercise the necessary discretion to waive Water Connection Fees (Chapter 90) and Sewer Connection Charges (Chapters 96 and 100). Possibility of waiving readings two and three.
11. A Resolution Waiving Building Permit Fees, Water Connection Fees, and Sewer Connection Charges for the first five permits issued for new residential construction between April 1, 2013 and June 30, 2013

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12. Reports:-

- a. Parks
- b. Library
- c. Fire
- d. Police
- e. Public Works
- f. Attorney
- g. Engineer
- h. Council – Promotional Activities
- i. Mayor
- j. City Administrator

13. Adjourn

Blank

Support for: Agenda Item #5

-

Consent Agenda

Submitted for:
Action

Recommendation:
Approval

Sample Motions:
I move to approve the Consent Agenda as presented/revised.

City of Van Meter, Iowa
City Council Minutes – 2-11-2013

- 1) The Van Meter City Council met for a regular council meeting on Monday, February 11, 2013 at City Hall. Mayor Allan Adams called the meeting to order at 7:00PM. The following council members were present upon roll call: Richard Booge, Kim Sacker, Bob Lacy, Becca Wiederholt, and Adam Coyle.

Also present were, City Engineer Bob Veenstra, City Attorney Erik Fisk, Assistant Fire Chief Dave Van Genderen, Police Chief Bill Daggett and City Administrator Jake Anderson.

- 2) Mayor Adams asked for a motion to approve the agenda. Motioned by Lacy supported by Booge. Passed unanimously.
- 3) Introductions were made.
- 4) Mayor Adams opened the citizens hearing. Hearing no public comment Mayor Adams closed the public hearing.
- 5) Mayor Adams reviewed the consent agenda, and asked for discussion. City Administrator Jake 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 January 14 and February 5, 2013 council meetings
 - b. January Claims list

A+ COMMUNICATIONS & SECURITY	\$ 121.10
ACCO	\$ 574.00
ADEL PUBLIC LIBRARY	\$ 18.00
AG SOURCE LABORATORIES	\$ 62.00
AMERICAN WATER WORKS ASSOC	\$ 84.00
ARNOLD MOTOR SUPPLY	\$ 75.57
BALDON HARDWARE	\$ 20.05
BETTY JAMES	\$ 1,485.00
BOB LACY	\$ 73.45
BOBS AUTO PARTS	\$ 11.36
BULLDOG ELECTRIC LLC	\$ 300.00
CARE	\$ 50.00
CARPENTER UNIFORM CO	\$ 611.98
CASEY'S GENERAL STORE	\$ 906.06
CENTURY LINK	\$ 321.29
CITY OF DESOTO	\$ 2,250.00
COUNTRY LIVING	\$ 10.00
CREATIVE PRODUCT SOURCE INC	\$ 283.14
CULLIGAN	\$ 47.45
DALLAS COUNTY NEWS	\$ 422.59
DARLENE MAHAN	\$ 1,485.00
DOUBLEDAY LARGE PRINT	\$ 127.90
EFTPS	\$ 2,570.39

ELECTRONIC ENGINEERING	\$ 2,250.00
H D SUPPLY WATERWORKS	\$ 85.00
HEARTLAND COOP	\$ 618.61
IMAGING TECHNOLOGIES	\$ 298.36
INTERSTATE ALL BATTERY CENTER	\$ 417.48
IOWA FIREFIGHTER ASSOC	\$ 187.00
IOWA LIBRARY ASSOCIATION	\$ 85.00
IOWA PRISON INDUSTRIES	\$ 227.48
JOANN B BROOKER	\$ 990.00
JUNGMANN CORPORATION	\$ 230.42
LARGE PRINT OVERSTOCKS	\$ 32.02
LOWE'S	\$ 78.56
MATHESON TRI GAS INC	\$ 221.63
MIDAMERICAN ENERGY	\$ 2,508.63
NEWCOM TECHNOLOGIES INC	\$ 350.00
OFFICE DEPOT	\$ 105.57
PAMELLA & DAVID VON RENTZELL	\$ 990.00
REIMAN PUBLICATIONS	\$ 12.98
SOUTHERN IA COUNCIL OF GOV	\$ 3,708.40
STEVE/JOAN BEINS	\$ 1,485.00
SURPASS SOFTWARE	\$ 6,023.15
TASTE OF HOME	\$ 10.00
THE SATURDAY EVENING POST	\$ 9.00
US POSTMASTER	\$ 182.62
VEENSTRA & KIMM INC	\$ 516.12
VERIZON WIRELESS	\$ 295.15
VM REC FOUNDATION	\$ 8,957.43
WASTE CONNECTIONS	\$ 5,710.75
WELLS FARGO CC	\$ 2,478.79
WHITFIELD & EDDY PLC	\$ 1,297.00
REPORT TOTAL	\$ 52,272.48

c. January Financial Statement

FUND	RECEIVED	DISBURSED
001 GENERAL	42,540.64	51,690.40
051 LIBRARY TECHNOLOGY FUND	0.01	6,023.15
110 ROAD USE TAX	7,886.99	8,614.48
112 EMPLOYEE BENEFITS	384.81	4,731.75
119 EMERGENCY FUND	18.84	0
121 LOCAL OPTION SALES TAX	8,957.43	8,957.43
180 PARK/REC TRUST FUND	0.15	0
182 LIBRARY TRUST FUND	108.18	0
183 VM COMMUNITY BETTERMENT	0	50
200 DEBT SERVICE	190.95	0
300 SIDEWALK CAPITAL PROJECT	0	1,050.00

600 WATER	12,105.10	12,711.59
610 SEWER	11,658.73	8,991.71
REPORT TOTAL	83,851.83	102,820.51

- d. Resolution #2013-4 to Participate in the Planning and Development Programs of the Southern Iowa Council of Governments.
- e. Resolution #2013-5 Approving and adopting the Dallas County Multi-Jurisdictional Hazard Mitigation Plan.
- g. Council Technology Policy
- h. Accept SRTS Easement from Denise Elizabeth Ross and Darlene Johnson Mahan and authorize payment for said easement in the amount of \$1,485.00
- i. Accept SRTS Easement from JoAnn B. Brooker and authorize payment for said easement in the amount of \$990.00
- j. Accept SRTS Easement from Pamela and David Von Rentzell and authorize payment for said easement in the amount of \$990.00
- k. Accept SRTS Easement from Betty James and authorize payment for said easement in the amount of \$1,485.00
- l. Accept SRTS Easement from Steve and Joan Beins and authorize payment for said easement in the amount of \$1,485.00
- m. Approve an Agreement for Professional Engineering Services between the City of Van Meter and Veenstra and Kimm Inc. for the design work related to Water Treatment and Water System Improvements.
- n. Approve an Agreement for Professional Engineering Services between the City of Van Meter and Veenstra and Kimm Inc. for the design work related to Step 3 of the Site Certification Improvements.

Motioned by Lacy supported by Wiederholt to adopt and approve Resolution #2013-6, “A Resolution Adopting the Revised Consent Agenda” less the claims from Interstate All Battery, Electronic Engineering, and consent agenda item 5f “A resolution establishing a Farmers Market Fund” to be considered separately. On roll call the votes were as follows: Lacy – YES; Booge – YES; Sacker – YES; Wiederholt – YES; Coyle – YES; Motion passed and adopted.

Lacy questioned the claims submitted by the Fire Department from Electronic Engineering and Interstate All Battery. Lacy pointed out that supporting documentation for the radios purchased from Electronic Engineering suggested they could have been purchased for less from Spring Valley Wireless. Assistant Fire Chief Dave Van Genderen explained that a better radio than was quoted by Spring Valley Wireless was purchased from Electronic Engineering for nearly the same price. Lacy questioned why the local purchasing policy was not followed when purchasing batteries from Interstate All Battery. Van Genderen indicated that the battery was purchased at the state bid price. After more discussion, Coyle moved supported by Wiederholt to approve the claims from Electronic Engineering and Interstate All Battery. Passed unanimously

Mayor Adams discussed with the Council consent agenda item 5f the Resolution establishing a Farmers Market Fund and transferring \$2000 to said fund from the General Fund. Mayor Adams addressed concerns about it being an ongoing subsidy. After more discussion Lacy moved supported by Wiederholt to approve and adopt Resolution #2013-7 “A Resolution Establishing a Farmers Market Fund and transferring \$2000 to said fund from the General Fund.”

6) Reports:

Sacker reported on changes to the peddlers ordinance that was discussed at a Metro Advisory Committee Meeting. City Attorney Erik Fisk indicated that he would work with her to identify changes, if any that we ought to contemplate to our Code.

The Mayor and Council discussed the notice that the City receive about being on the RAGBRAI route on Tuesday, July 23, 2013. A committee will be formed and the City will shut down the activities by 4:00PM.

7) 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

City of Van Meter, Iowa
City Council Minutes – 2-22-2013

- 1) The Van Meter City Council met for a special session on Friday, February 22, 2013 at City Hall. Mayor Allan Adams called the meeting to order at 5:31PM. The following council members were present upon roll call: Richard Booge, Kim Sacker, Bob Lacy, and Adam Coyle. Members absent: Becca Wiederholt.

Also present was City Administrator Jake Anderson.

- 2) Mayor Adams asked for a motion to approve the agenda. Motioned by Lacy supported by Booge. Passed unanimously.
- 3) Mayor Adams asked for a motion to approve the RAGBRAI Pass-Through Town Agreement and authorize the Mayor to sign said agreement. Moved by Lacy supported by Coyle. Passed unanimously.
- 4) Mayor Adams asked for a motion to approve the appointment of Becca Wiederholt and Adam Coyle as RAGBRAI Committee Co-Chairs. Moved by Lacy supported by Booge. Passed unanimously.
- 5) Mayor Adams asked for a motion to retro-actively ratify the appointment of Christie Sullivan to the Planning and Zoning Commission effective February 19, 2013. Moved by Lacy supported by Coyle. Passed unanimously.
- 6) Mayor Adams asked for a motion to set a time and date for a public hearing on a proposed Future Land Use Plan for Monday, March 11, 2013 at 7:00PM at City Hall. Moved by Lacy supported by Coyle. Passed unanimously.
- 7) Mayor Adams asked for a motion to set a time and date for a public hearing on the creation of a Business Park zoning district classification for Monday, March 11, 2013 at 7:00Pm at City Hall. Moved by Lacy supported by Coyle. Passed unanimously.
- 8) Mayor Adams asked for a motion to initiate the rezoning of all the property within the City limits south of F90 and East of R16 based on the recommendation forwarded from Planning and Zoning. Moved by Lacy supported by Coyle. Passed unanimously.
- 9) Mayor Adams asked for a motion to set a time and date for a public hearing on the rezoning of all the property within the City limits south of F90 and East of R16 for Monday, March 11, 2013 at 7:00PM at City Hall. Moved by Lacy supported by Coyle. Passed unanimously.
- 10) Having no other business Mayor Adams asked for a motion to adjourn. Moved by Lacy supported by Coyle passed unanimously.

_____ Allan B. Adams, Mayor

ATTEST

_____ Jake Anderson, City Administrator

City of Van Meter, Iowa
City Council Minutes – 2-26-2013

- 1) The Van Meter City Council met for a special session on Tuesday, February 26, 2013 at City Hall. Mayor Allan Adams called the meeting to order at 6:06PM. The following council members were present upon roll call: Becca Wiederholt, Richard Booge, Kim Sacker, Bob Lacy, and Adam Coyle.

Also present was City Administrator Jake Anderson and the City's financial advisor Tim Oswald with Piper Jaffray.

- 2) Mayor Adams asked for a motion to approve the agenda. Motioned by Lacy supported by Sacker. Passed unanimously.
- 3) Mayor Adams reviewed the consent agenda, consisting of two separate personnel transactions.
 - I. Resolution #2013-8 “ A resolution approving a \$0.50/hour pay raise for Assistant Public Works Director Chad Gillespie, increasing his hourly wage from \$15.60 to \$16.10 effective February 11, 2013.”
 - II. Resolution #2013-9 “A resolution approving a pay raise for City Administrator Jake Anderson prescribing: A) \$5000.00/year pay raise, increasing his annual salary from \$47,370.00 to \$52,370.00 effective February 11, 2013. B) A cost of living adjustment in July 2013. And C) \$5000.00/year pay raises effective December 23, 2013.”

Motioned by Lacy supported by Coyle to adopt and approve Resolution #2013-10, “A Resolution Adopting the Consent Agenda.” On roll call the votes were as follows: Lacy – YES; Booge – YES; Sacker – YES; Wiederholt – YES; Coyle – YES; Motion passed and adopted.

- 4) Mayor Adams recognized Tim Oswald who updated the City Council on financing options for various projects including the engineering design work related to the site certification project, the engineering design work related to water utility system upgrades, the buy down of rec complex debt and various upgrades to the facility and the demolition of 416 West Street. Tim went through a presentation on the TIF monies available to the City. The City Council directed staff to begin the process of issuing debt to be repaid by TIF for the engineering work related to site certification and water utility system improvements and the transition and upgrade of the rec complex. Low to moderate income set aside monies which is cash on hand will be used for the demolition of 416 West Street.
- 5) Mayor Adams asked City Administrator Jake Anderson to present his proposal for the FYE 2014 Budget. Anderson noted several highlights in the document including a reduction in the levy rate, the purchase of new tornado sirens, a police vehicle, public works tractor, and the shift of the library operating budget out of the general fund and into the library trust which will be supported by semiannual transfers and will allow the library to accumulate a fund balance.

- 6) Anderson quickly updated the Council on a few minor complications arising in the project to lease space on the water tower to cellular service providers and indicated that further information would be presented as it becomes available.
- 7) Having no other business Mayor Adams asked for a motion to adjourn. Moved by Lacy supported by Coyle passed unanimously.

_____ Allan B. Adams, Mayor

ATTEST

_____ Jake Anderson, City Administrator

ACCOUNTS PAYABLE ACTIVITY
CLAIMS REPORT

VENDOR NAME	REFERENCE	VENDOR		CHECK
		TOTAL	CHECK#	DATE
A D DISTRIBUTING CO	FLAGS - CITY & CEMETERY	110.25		
ACCO	WATER CHEMICALS	312.00		
AG SOURCE LABORATORIES	TESTING	48.00		
ALL AMERICAN TURF BEAUTY	WEED & GRASS CONTROL LAGOON	914.43		
BOB BROWN CHEVROLET	TAIL LIGHT ON PW TRUCK	47.02		
BUTCH'S	ICE MELT	30.00		
CASEY'S GENERAL STORE	POLICE GAS	1,164.04		
CENTURY LINK	LIBRARY PHONE CHARGES	325.07		
CREATIVE PRODUCT SOURCE INC	READING PROGRAM MATERIALS	283.14		
CULLIGAN	5 GAL WATER X 4	42.35		
DALLAS CO RECORDER	RECORD EASEMENT	110.00		
DALLAS COUNTY NEWS	LEGAL PUBLICATION	313.67		
DELTA DENTAL	Employee Dental Ins	276.65	11178210	2/01/13
EDDY WALKER	10' CHAIN	1,858.59		
EFTPS	FED/FICA TAX	2,338.60	11178207	2/27/13
HACH	WATER CHEMICALS	247.18		
HEARTLAND COOP	FIRE DEPT DIESEL	357.81		
IA ASSOC OF MUNICIPAL UT	2013-14 WATER DUES	459.55		
IOWA DEPARTMENT OF NATURAL RES	CERTIFICATION FEE	20.00		
IPERS	IPERS	1,491.78	11178205	2/27/13
JAMIE CLARK	REPAIR WA MAIN ALONG HAZEL ST	2,200.00		
LOWE'S	SURGE PROT/LYSOL CITY HALL	37.43		
MAFFIN OUTDOOR POWER & AUTO	FUEL PUMP & REG REPLACEMENT	461.56		
MATHESON TRI GAS INC	OXYGEN	30.76		
MIDAMERICAN ENERGY	ELEC/GAS	2,460.90		
MODERN MARKETING	SUMMER READING MATERIALS	220.96		
MUNICIPAL SUPPLY INC	FIRE HYDRANT REPAIR	208.50		
NORTHERN TOOL & EQUIPMENT	SHOP SUPPLIES	57.33		
OFFICE DEPOT	OFFICE SUPPLIES	338.49		
OGDEN PUBLICATIONS	GRIT SUBSCRIPTION X 1 YR	16.95		
OLYMPIA BOOK CORP	CHILDRENS BOOKS	200.00		
SQUARE, INC	Credit Card Transaction Fees	6.95	11178208	2/28/13
STAR EQUIPMENT LTD	SUBMERSABLE CLEAR WTR PUMP	461.15		
THE HARTFORD	Employee Life/Dis Ins	173.85	11178211	2/05/13
TREAS - STATE OF IOWA W/H	STATE TAX	486.00	11178206	2/27/13
TRUCK EQUIPMENT INC	CUTTING EDGE ASSY	191.70		
US POSTMASTER	MARCH UT BILLS/NEWSLETTER	313.20	23539	2/28/13
UTILITY EQUIPMENT CO	MAGNETIC LOCATOR	700.00		
VEENSTRA & KIMM INC	AMERICAN LEGION POST 403	3,985.88	23522	2/14/13
VAN METER RECREATION FOUNDATIO	FEB LOST	8,707.43	23540	2/28/13
WASTE CONNECTIONS	GARBAGE COLLECTION	5,712.95		
WELLMARK	Employee Health Ins	2,714.49	11178209	2/13/13

**** PAID TOTAL ****

20,494.83

**** SCHED TOTAL ****

19,941.78

**** OPEN TOTAL ****

**** ON HOLD TOTAL ****

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***** REPORT TOTAL ****

40,436.61

ACCOUNTS PAYABLE ACTIVITY
CLAIMS REPORT

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
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*** CITY OF VAN METER IA ***
ACCOUNTS PAYABLE ACTIVITY
CLAIMS DEPT SUMMARY

DEPT DEPT NAME TOTAL CHECK# DATE

	LIABILITIES	4,316.38		
	POLICE	741.11		
	EMERGENCY MANAGEMENT	11.75		
	FIRE	386.95		
	AMBULANCE	30.76		
	ROADS, BRIDGES, SIDEWALKS	5,566.69		
	STREET LIGHTING	214.74		
	GARBAGE	5,712.95		
	LIBRARY	998.54		
	PARKS	21.17		
	RECREATION	8,707.43		
	CEMETERY	18.00		
	CLERK/TREASURER/ADM	627.62		
	LEGAL SERVICES/ATTORNEY	4,299.55		
	CITY HALL/GENERAL BLDGS	303.04		
	WATER	4,993.82		
	SEWER/SEWAGE DISPOSAL	3,486.11		



CITY OF VAN METER

Bank Reconciliation/Financial Summary - Month/Year: January 2013

<u><i>Treasurer's Report</i></u>	
Book Balance, Beginning of Month:	\$921,522.70
Add: Total Revenues this Month: with transfers	\$60,139.40
Less: Total Expenditures this Month: with trans	(\$68,575.44)
Add: Δ Liability	(\$1,913.27)
Book Balance End of Month:	\$911,173.39

<u><i>Bank Reconciliation</i></u>	
Checking Account Balance End of Month:	\$407,250.75
Less: Outstanding Transactions (Cash Report):	(\$20,927.50)
Adjusted Checking Account Balance:	\$386,323.25
Currency	
Petty Cash: (res Nov 2004)	\$100.00
Change Fund:	\$30.00
Total Currency:	\$130.00
Investments: (Interest for month included)	
IPAIT	
IPAIT – general	\$220,775.55
IPAIT – park	\$20,618.27
IPAIT – library	\$17,057.34
IPAIT – library/technology	\$1,186.96
IPAIT TOTAL:	\$259,638.12
Certificate of Deposit/ESB	\$250,000.00
Wells Fargo – savings acc't	\$15,082.02
Total Investments:	\$524,720.14
Total of Bank Statements End of Month	\$911,173.39

Difference:	\$0.00
Note(s):	

Verify: Mayor or Mayor Pro Tem:

CALENDAR 2/2013, FISCAL 8/2013

ACCOUNT TITLE	LAST MONTH	RECEIVED	DISBURSED	CHANGE IN	ENDING
	END BALANCE			LIABILITY	BALANCE
001 GENERAL	54,395.53	13,299.50	28,748.86	872.02-	38,074.15
049 VEHICLE INSPECTION FUND	38,491.91	.00	.00	.00	38,491.91
051 LIBRARY TECHNOLOGY FUND	2,272.41	.01	839.94	.00	1,432.48
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	.00	2,292.41	.00	.00	2,292.41
110 ROAD USE TAX	253,965.44	8,474.08	5,237.51	319.34-	256,882.67
112 EMPLOYEE BENEFITS	41,235.15	295.70	3,311.55	.00	38,219.30
119 EMERGENCY FUND	10,567.61	25.77	.00	.00	10,593.38
121 LOCAL OPTION SALES TAX	.00	8,707.43	8,707.43	.00	.00
125 TIF-CR ESTATE	125,740.68	1,471.77	.00	.00	127,212.45
126 TIF-WH PINES SUBDIVISION	67,551.39	.00	.00	.00	67,551.39
127 TIF-POLK CO. BANK	30,349.31	.00	.00	.00	30,349.31
128 TIF-STANDBROUGH	.00	.00	.00	.00	.00
180 PARK/REC TRUST FUND	22,976.17	1,000.15	.00	.00	23,976.32
181 PARK SUBDIVISION TRUST	.00	.00	.00	.00	.00
182 LIBRARY TRUST FUND	20,094.31	1,000.18	.00	.00	21,094.49
183 VM COMMUNITY BETTERMENT	1,784.25	380.00	50.00	.00	2,114.25
184 CDBG/HOUSING PROJECT	.00	.00	.00	.00	.00
200 DEBT SERVICE	39,201.52	391.06	.00	.00	39,592.58
205 DEBT SERVICE-WATER	.00	.00	.00	.00	.00
213 DEBT SERVICE-LIFT STATIO	.00	.00	.00	.00	.00
300 SIDEWALK CAPITAL PROJECT	13,159.71-	.00	5,385.00	.00	18,544.71-
500 CEMETARY-PERPETUAL CARE	11,900.00	.00	.00	.00	11,900.00
600 WATER	51,000.01	11,918.07	9,565.50	360.96-	52,991.62
606 WATER MAIN PROJECT	41,242.47	.00	.00	.00	41,242.47
610 SEWER	90,283.00	10,883.27	6,729.65	360.95-	94,075.67
612 DEBT SERVICE-SEWER LAGOO	.00	.00	.00	.00	.00
Report Total	921,522.70	60,139.40	68,575.44	1,913.27-	911,173.39



February 15, 2013

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

CITY OF VAN METER, IOWA
MAIN STREET EXTENSION
STORMWATER DRAINAGE

Prior to starting the design of the Main Street extension to the American Legion site one of the issues to resolve is the method of handling stormwater drainage. Stormwater drainage in the area of the American Legion property is less than ideal. The property generally drains northerly toward the railroad right-of-way and the Raccoon River. However, the railroad right-of-way blocks much of the natural overland drainage.

As part of the site plan for the American Legion, Clapsaddle-Garber Associates Inc. sloped most of the parking lot to drain northerly toward the Main Street right-of-way. However, the site grading for the American Legion did not include an outlet from the site. Rather, the American Legion site plan showed a ponding area located near the northeast corner of the parking lot. As the site plan was originally developed the water from the parking lot would pond in that area. For your information, enclosed is a copy of the site plan.

Although not shown on the site plan, it appears the American Legion has cut a swale that extends along the easterly edge of the parking lot. It appears this swale is intended to carry the water that ponds near the northeast corner of the parking lot southerly to the creek.

The flow line of the creek is at approximately Elevation 862. Just east of the southeast corner of the parking lot the ground elevations are in the range of 870. The ground elevations near Main Street and the north edge of the parking lot is approximately 867. The swale that would be 2 to 4 feet deep and properly graded would allow the runoff from the Main Street area and the American Legion parking lot to flow southerly toward the creek, even though that is not the natural overland flow direction.

With respect to Main Street extension there are two drainage options to consider. One option would be to construct Main Street as a rural road with no curb and gutter. The water would drain toward ditches that would be cut along both sides of Main Street. The ditches would be sloped to grade easterly.

The difficulty with this rural design concept is the area of Main Street is relatively flat. The ground slope is too flat for any type of efficient overland flow in a ditch section. With the ditch alternative it is anticipated there would be water that would stand or pond in the ditch due to the lack of slope. Second, the American Legion constructed its driveway without a culvert. If the ditch alternative is utilized, it will be necessary to install a culvert under the driveway to the American Legion.

The second alternative would be to design the street as an urban section with curb and gutter. The curb and gutter section would be designed to catch the runoff and convey the runoff easterly along Main Street. Under this urban design concept it will be necessary to construct stormwater intakes on both sides of Main Street. The most likely location for the intakes would be on Main Street just east of the driveway. It is anticipated Main Street will be paved a short distance beyond the driveway in order to provide snow storage. The intakes can be located at the east side of the driveway or at the east end of the pavement beyond the snow storage area. The location of the intakes can be determined during the design of the project.

With the storm sewer alternative it will be necessary to extend the storm sewer to an outlet that would naturally flow. The options are to extend the storm sewer north toward the Raccoon River or south toward the creek. The outlet south toward the creek is closer and less costly even though that is not the natural outlet for the corridor.

If the storm sewer alternative were to be utilized the City would have the choice to extend the storm sewer south to the creek, following an alignment along the east edge of the parking lot. The length of the storm sewer is estimated to be approximately 400 feet. Depending on the pipe depth, size and material the cost for the storm sewer outlet could range from \$10,000 to \$20,000.

The other choice would be to use a shallow storm sewer and try to empty the storm sewer into the swale constructed on the American Legion property. This approach could utilize the existing swale. It may be necessary to modify and deepen the existing swale to accommodate the storm sewer outlet.

Jake Anderson
February 15, 2013
Page 3

It is unlikely there is space to construct an outlet without encroaching onto this property just east of the end of Main Street. The storm sewer outlet may require the City to obtain an easement on the property owned by Knapp with Michael Whalert as the contract purchaser.

On balance, Veenstra & Kimm, Inc. believes the preferred alternative is the urban section with a storm sewer outlet. From a cost perspective the less costly alternative is to utilize the overland flow channel with a short reach of storm sewer. Alternatively, the City could install the storm sewer at this time with an increase in the estimated cost of the construction of the project by approximately \$10,000 to \$20,000.

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

VEENSTRA & KIMM, INC.



H. R. Veenstra Jr.

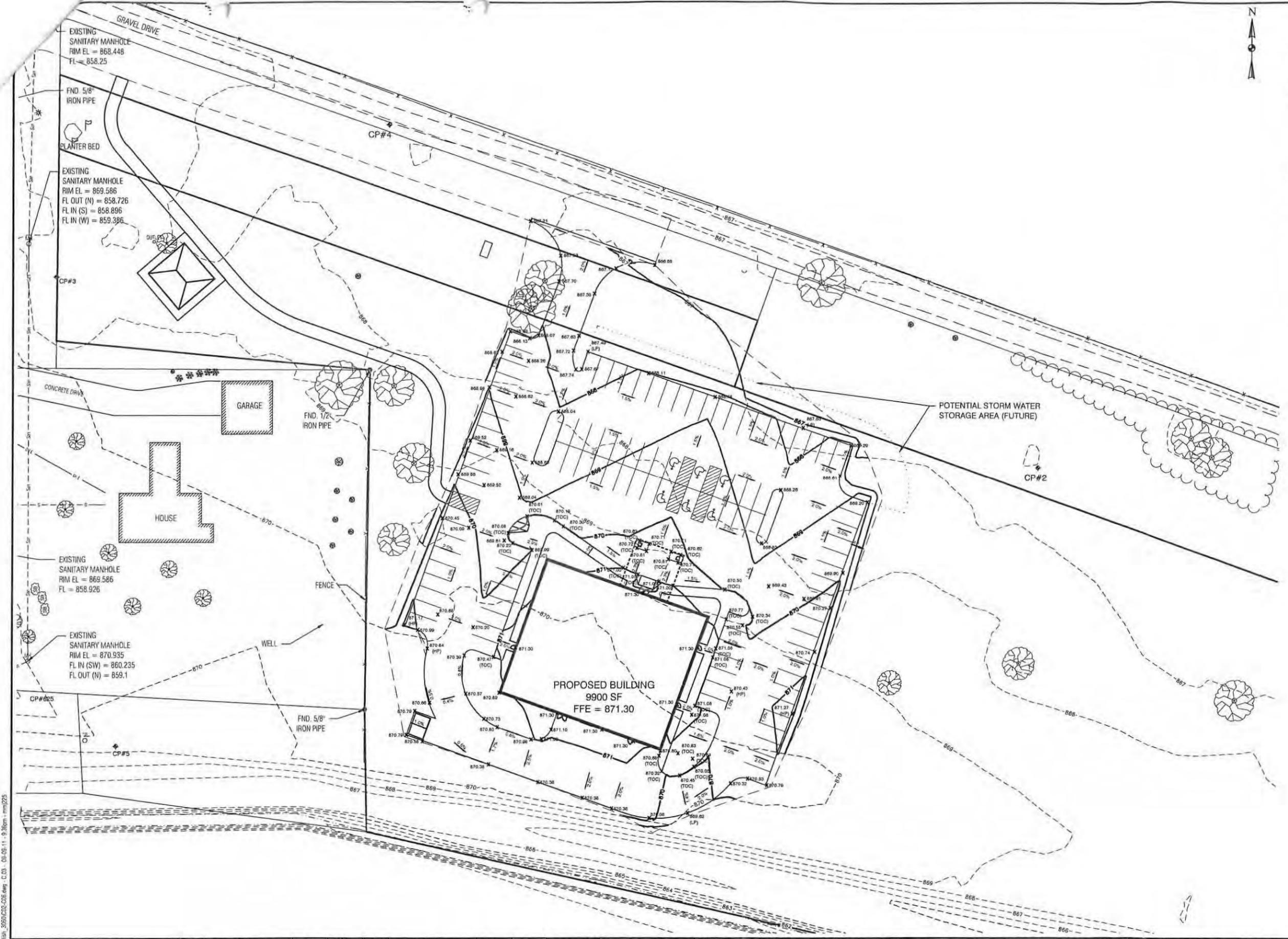
HRVJr:dml
600-11
Enclosure



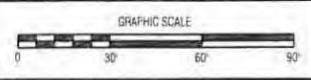
LEGEND

TOC	TOP OF CURB
LP	LOW POINT
HP	HIGH POINT
2.0%	PROPOSED SLOPE
---	GRADING LIMITS

- GRADING NOTES**
- PERIMETER EROSION CONTROL SHALL BE PLACED AROUND THE SITE PRIOR TO DISTURBING THE EXISTING SOIL (REFER TO C.06 FOR PPP).
 - PRIOR TO BEGINNING GRADING OPERATIONS THE TOP 8" OF TOPSOIL SHALL BE STRIPPED AND STOCKPILED. TOPSOIL SHALL BE RE-SPREAD AT A MINIMUM DEPTH OF 8" PRIOR TO SEEDING.



C:\working\Arch\Auto\2025\1025-C03.dwg, C:03 - 03-05-11 - 9:36am - rmm\25



NO.	REVISION	BY	DATE	NO.	REVISION	BY	DATE

CGA Clippard-Garber Associates, Inc.
 16 East Main Street
 Maeshalltown, Iowa 50158
 Ph 641-752-0701
 www.cgaconsultants.com

DESIGNED _____ DATE: _____
 DRAWN _____ DATE: _____
 CHECKED _____ DATE: _____
 APPROVED _____ DATE: _____

AMERICAN LEGION POST 403
 VAN METER, IOWA

GRADING PLAN

PROJECT NO. 5428.04
 SHEET NO. C.03



VEENSTRA & KIMM, INC.

3000 Westown Parkway • West Des Moines, Iowa 50266-1320

515-225-8000 • 515-225-7848(FAX) • 800-241-8000(WATS)

February 15, 2013

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

CITY OF VAN METER, IOWA
MAIN STREET EXTENSION
ROUGH COST ESTIMATE

This letter is a follow up to our discussion of February 14, 2013 concerning the improvements to Main Street from East Street to the American Legion property. Based on first evaluation, Veenstra & Kimm, Inc. estimates the cost for construction of Main Street will be in the range of \$100,000. The cost to extend Winston Circle is estimated to be between \$10,000 and \$15,000. The estimated cost for engineering is in the range of \$24,500.

The total estimated cost for construction of the Main Street and Winston Circle improvements is projected to be in the range of about \$135,000 to \$140,000.

The City should recognize this estimate is conceptual. During the final design the cost estimate will be updated. If Veenstra & Kimm, Inc. identifies any significant changes in the estimated cost those changes will be provided to the City as soon as they are identified.

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

VEENSTRA & KIMM, INC.

A handwritten signature in black ink, appearing to read 'H. R. Veenstra Jr.', is written over a horizontal line.

H. R. Veenstra Jr.

HRVJr:dml
600-11



VEENSTRA & KIMM, INC.

3000 Westown Parkway • West Des Moines, Iowa 50266-1320

515-225-8000 • 515-225-7848(FAX) • 800-241-8000(WATS)

February 15, 2013

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

CITY OF VAN METER, IOWA
MAIN STREET EXTENSION
AGREEMENT FOR PROFESSIONAL SERVICES

Enclosed are two copies of the proposed agreement between the City of Van Meter and Veenstra & Kimm, Inc. for design and construction services for the paving of Main Street from East Street to the American Legion. The agreement includes the paving of a short extension of Winston Circle to provide additional snow storage.

The agreement is being transmitted to the City for review and consideration. It is understood the City Council may consider the agreement at its next meeting. In the interest of maintaining the City Council's desire to have the street paved prior to July 20, 2013, Veenstra & Kimm, Inc. is moving forward with the preliminary work on the project design.

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

VEENSTRA & KIMM, INC.

A handwritten signature in black ink, appearing to read 'H. R. Veenstra Jr.', written in a cursive style.

H. R. Veenstra Jr.

HRVJr:dml
600-11
Enclosures

**AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES
MAIN STREET IMPROVEMENTS
CITY OF VAN METER, IOWA**

THIS AGREEMENT, made this _____ day of _____ 20____, by and between the **CITY OF VAN METER, IOWA**, a municipal corporation organized under the laws of the State of Iowa, hereinafter referred to as the **City**, and **VEENSTRA & KIMM, INC.** of West Des Moines, Iowa, a corporation organized under the laws of the State of Iowa, hereinafter referred to as the **Engineers**,

WITNESSETH, THAT WHEREAS, the City of Van Meter owns and operates its municipal street system, and

WHEREAS, The City entered into an agreement with the American Legion Post that provides the City will upgrade and pave Main Street from East Street to the American Legion driveway at such time as the American Legion paves the parking lot at its new building facility, and

WHEREAS, the American Legion has indicated to the City it intends to pave its parking lot before the middle of July 2013, and

WHEREAS, the City has determined it should move forward with the design and construction of the Main Street improvements in accordance with its agreement with the American Legion with said improvements being referred to as the **Main Street Improvements** or the **Project**, and

WHEREAS, the City has identified the need to extend the pavement on the south end of Winston Circle a short distance to provide sufficient space for snow storage south of the last driveway on Winston Circle, and

WHEREAS, the City desires to include the paving of the short reach of Winston Circle as part of the Project, and

WHEREAS, the City desires to retain the services of the Engineer to provide professional engineering services during the design and construction of the Project.

NOW, THEREFORE, it is agreed by and between the parties hereto the City retains the Engineers to act for it and represent it in engineering matters involved in the Project. Such agreement shall be subject to the following terms, conditions and stipulations to wit:

1. **SCOPE OF PROJECT.** It is understood and agreed the Project shall consist of the following improvements:
 - a. Design of paving and drainage improvements of Main Street from East Street to east of the American Legion driveway.

- b. Design of a suitable stormwater drainage outlet from Main Street.
- c. Design of paving extension of Winston Circle from the current south pavement limit to provide sufficient space for snow storage.

The scope and extent of the improvements may be modified by mutual agreement during the course of the Project to satisfy the general goals and objectives of the City with respect to the Project.

2. **DESIGN SURVEYS.** The Engineers shall make all surveys necessary for design of the Project and preparation of plans and specifications. Such design surveys shall include the securing of topographic and cross-sectional data and other field information and measurements of existing units as may be required for a complete and biddable design.
3. **DESIGN CONFERENCES.** The Engineers shall attend such conferences with the City and its staff as may be necessary to make decisions as to the details of design of the Project.
4. **PLANS AND SPECIFICATIONS.** The Engineers shall prepare such detailed plans and specifications as are reasonably necessary and desirable for construction of the Project. The specifications shall describe, in detail, the work to be done, materials to be used and the construction methods to be followed. Preliminary plans and specifications shall be submitted to the City for review prior to completion of preparation of final plans and specifications. Final plans and specifications shall be submitted to the City complete and ready for bidding.
5. **GEOTECHNICAL INVESTIGATION.** The Engineers shall prepare scope of work for geotechnical investigation, including soil borings, required during the design phase of the Project. The Engineers shall solicit quotations from geotechnical consultants for the work to be completed for the geotechnical investigation. The Engineers shall review with the City the scope of geotechnical investigation and quotations received from the geotechnical consultants. The Engineers shall coordinate the services of the geotechnical consultant including review of the findings of the geotechnical work and incorporation of the findings in the design of the improvements. The actual cost for the geotechnical consultant shall be paid directly by the City. The cost of the Engineers relating to coordinating and managing the geotechnical services are included as a part of the scope of work under this Agreement.
6. **PERMITS AND LICENSES.** The Engineers shall provide copies of the plans and specifications for review by the Iowa Department of Natural Resources and any other permitting authority from which a permit or license is required, and shall assist in obtaining the necessary construction permits for the Project. Any fees for the construction permits shall be paid by the City and said costs shall not be charged against the Engineers' fees.

7. **ESTIMATE OF COST.** The Engineers shall prepare a preliminary Engineers' Estimate of Cost for the improvements to be constructed under the Project. The Engineers' Estimate of Cost is intended for the use of the City in financing the Project. The Engineers shall not be responsible if the contract awarded for construction of the Project varies from the original Engineers' Estimate of Cost.
8. **ADVERTISEMENT FOR BIDS.** The Engineers shall assist in the preparation of the notice to contractors and shall provide plans and specifications to prospective bidders. Publication costs shall be borne by the City.
9. **COSTS OF PLANS AND SPECIFICATIONS.** The City shall compensate the Engineers for the cost of plans and distribution of plans as set forth in **4.PLANS AND SPECIFICATIONS.** above as provided in Senate File 2389. The reimbursement of the cost of plans and distribution of plans as required under Senate File 2389 is not included in the fees for services set forth under this Agreement.
10. **AWARD OF CONTRACT.** The construction work included in the Project shall be bid at one letting. The Engineers shall have a representative present when the bids and proposals are opened and shall prepare a tabulation of bids for the City and shall advise as to the responsiveness of the bidders, and assist in making the award of contract. After the award is made, the Engineers shall prepare the necessary contract documents.
11. **GENERAL SERVICES DURING CONSTRUCTION.** Upon written request of the City, the Engineers shall provide general services during construction including:
 - a. Consult with and advise City.
 - b. Provide visits to the site during construction.
 - c. Assist in interpretation of plans and specifications.
 - d. Review drawings and data of manufacturers.
 - e. Process and certify payment estimates of the contractor to the City.
 - f. Prepare amendments to the contract documents, as necessary, to show major changes made during construction.
12. **RESIDENT REVIEW SERVICES.** Resident review services is understood to include the detailed observation and review of the work of the contractor and materials for substantial compliance with the plans and specifications.

The Engineers shall provide resident review services by assigning resident engineers and/or engineering technicians to the Project for such full or part-time periods as may be reasonably required to observe and review the construction work. The personnel assigned and the period of such assignment shall be subject to the agreement of the parties hereto.

13. **FINAL REVIEW SERVICES.** The Engineers shall make a final review after construction is complete to determine that the construction is substantially in compliance with the plans and specifications. The Engineers shall certify to the City that construction is substantially in compliance with the plans and specifications.
14. **PROJECT RECORDS.** After completion of construction, the Engineers shall provide the City with two complete sets of plans and specifications showing the final construction of the Project. The Engineers shall provide to the City, copies of relevant reports and documentation relating to the Project.
15. **COMPENSATION.**
 - a. The fee for engineering design services for the Project as set forth in "**1. SCOPE OF PROJECT**" encompassing the work set forth from "**2. DESIGN SURVEYS**" through "**7. ESTIMATE OF COST.**" of this Agreement shall be on the basis of the Engineers standard hourly rates for personnel engaged in performance of the services, plus reimbursement of out of pocket expenses. The maximum fee shall not exceed the sum of Fifteen Thousand Dollars (\$15,000).
 - b. The fee for Engineering services during construction of the Project set forth from "**8. ADVERTISEMENT FOR BIDS**" through "**14. PROJECT RECORDS**" of this Agreement shall be on the basis of the Engineers standard hourly rates for personnel engaged in the performance of the services, plus reimbursement of out of pocket expenses. The maximum fee shall not exceed the sum of Nine Thousand Five Hundred Dollars (\$9,500).
16. **PAYMENT.** The fees for design services as set forth in "**15. COMPENSATION**" shall be paid each month in proportion to the level of completion of the design services based on the monthly statement of services provided by the Engineers. For services during construction the payment shall be on the basis of costs incurred by the Engineers for labor and reimbursable expenses and shall be paid monthly based on the statement of services submitted to the City. Payment for services for both design services and services during construction shall be due and payable upon receipt of the statement of services.
17. **LEGAL SERVICES.** The City shall provide the services of an Attorney in matters pertaining to this Project. The Engineers shall cooperate with the City's attorney and shall comply with her requirements as to form of contract documents and procedures relative to them.

- 18. SERVICES NOT INCLUDED.** Services not included under this Agreement are as follows:
- a. Material testing and inspections other than those completed as a part of the resident review on the site of the Project, environmental impact statements, archaeological investigation, contaminated soil and groundwater investigations, geotechnical investigation.
 - b. Wetlands studies and archaeological studies.
 - c. Geotechnical services. The City shall duly compensate the cost of geotechnical services as outlined in "**5. GEOTECHNICAL INVESTIGATION**".
 - d. Services related to or regarding arbitration or litigation of a construction contract between a construction contractor and the City regarding any of the Projects included in this Agreement.
- 19. CHANGES.** If, after the plans and specifications are completed and approved by the City, the Engineers are required to change the plans and specifications because of changes made by the City, the Engineers shall receive additional compensation for making such changes. The compensation for such changes shall be based upon the standard hourly fees plus expenses for personnel of the Engineers actually engaged in making the changes. Said standard hourly fees for the personnel of the Engineers are shown on Exhibit A, attached hereto and made a part of this Agreement.
- 20. EXTRA WORK.** Fees stated in this Agreement cover the specific services outlined in this Agreement for the Project. If the City requires additional services of the Engineers in connection with the Project, or changes or modifications in the Project, the Engineers shall receive additional compensation for said services. Such additional compensation shall be at the standard hourly fees for personnel of the Engineers, shown on attached Exhibit A, plus expenses for personnel engaged in the authorized extra work.
- 21. INDEMNIFICATION.** The Engineers shall and hereby agree to hold and save the City harmless from any and all claims, settlements, and judgments, to include all reasonable investigative fees, attorneys' fees, suit and court costs for personal injury, property damage, and/or death arising out of the Engineers' or any of its agents', servants', and employees' errors, omissions or negligent acts for services under this Agreement, and for all injury and/or death to any and all of the Engineers' personnel, agents, servants, and employees occurring under the Workers' Compensation Act of the State of Iowa.

22. INSURANCE. The Engineers shall furnish the City with certificates of insurance by insurance companies licensed to do business in the State of Iowa, upon which the City is endorsed as an additional named insured, in the following limits. It must be clearly disclosed on the face of the certificates that the coverage is on an occurrence basis.

General Liability*	\$1,000,000/2,000,000
Automobile Liability	1,000,000
Excess Liability (Umbrella)*	5,000,000/5,000,000
Workers' Compensation, Statutory Benefits Coverage B	Statutory
Professional Liability**, ***	1,000,000/2,000,000

*Occurrence/Aggregate

**The City is not to be named as an additional insured.

***Claims made basis.

23. TERMINATION. Should the City abandon the Project before the Engineers have completed their work, the Engineers shall be paid proportionately for the work and services performed until the date of termination.

24. ASSISTANTS AND CONSULTANTS. It is understood and agreed that the employment of the Engineers by the City for the purposes aforesaid shall be exclusive, but the Engineers shall have the right to employ such assistants and consultants as they deem proper in the performance of the work.

25. ASSIGNMENT. This Agreement and each and every portion thereof shall be binding upon the successors and assigns of the parties hereto.

The undersigned do hereby covenant and state that this Agreement is executed in duplicate as though each were an original and that there are no oral agreements that have not been reduced to writing in this instrument.

It is further covenanted and stated that there are no other considerations or monies contingent upon or resulting from the execution of this Agreement, nor have any of the above been implied by or for any party to this Agreement.

IN WITNESS WHEREOF, the parties have hereunto subscribed their names on the date first written above.

CITY OF VAN METER, IOWA

ATTEST:

By _____
Mayor

By _____
City Clerk

VEENSTRA & KIMM, INC.

ATTEST:

By  _____
President

By  _____

EXHIBIT A

HOURLY RATES BY EMPLOYEE CLASSIFICATION (Effective July 2012)

Management I	\$140.00
Management II	135.00
Process Engineer	150.00
Engineer I-A	140.00
Engineer I-B	136.00
Engineer I-C	130.00
Engineer II	118.00
Engineer III-A	105.00
Engineer III-B	100.00
Engineer IV	92.00
Engineer V	86.00
Engineer VI	80.00
Engineer VII	75.00
Engineer VIII	70.00
Engineer IX	65.00
Engineer X	60.00
Engineer XI	55.00
Design Technician	81.00
Planner I	91.00
Planner II	75.00
Planner III	69.00
Drafter I	79.00
Drafter II	73.00
Drafter III	64.00
Drafter IV	60.00
Drafter V	51.00
Drafter VI	47.00
Drafter VII	41.00
Clerical I	70.00
Clerical II	53.00
Clerical III	38.00
Clerical IV	31.00
Construction Manager	135.00
Surveyor I	81.00
Surveyor II	72.00
Technician I	71.00
Technician II	64.00
Technician III	61.00
Technician IV	57.00
Technician V	50.00
Technician VI	48.00
Technician VII	40.00
Technician VIII	37.00
Technician IX	28.00
Robotics	30.00/Hour
GPS	30.00/Hour
Leica Total Station	20.00/Hour

Total Station Robotics	15.00/Hour
Tablet	45.00/Hour
Fluoroscope	50.00/Hour
4-Wheeler	45.00/Day
Mileage	56.5¢/Mile

February 25, 2013

Honorable Mayor and Members of the City Council
City of Van Meter
505 Grant Street
Van Meter, IA 50261-0160

Ladies and Gentlemen:

We understand that the City of Van Meter, Iowa (the “Issuer”) wishes to issue General Obligation Bonds (for various infrastructure and engineering purposes, as well as to refinance three prior issues), (collectively, the “Bonds,” the “Bond Issue” or the “Project”) and has selected Piper Jaffray & Co. (“Piper” or the “Underwriter”) to serve as underwriter for the proposed issuance. We appreciate the opportunity to serve you in this manner. This letter will serve as an agreement regarding the terms of this engagement. In addition, we would like to take this opportunity to set forth some pertinent information about the process of underwriting.

Although the Underwriter intends to work closely with you during the period preceding the pricing and sale of the proposed Bond Issue with the aim of timely completion of the financing, we are not herein making a final commitment to underwrite bonds until certain events have occurred. Such a commitment is subject to, among other things, satisfactory completion and execution of all final documentation for an offering (including a Bond Purchase Agreement containing all provisions necessary to satisfy federal securities laws and the rules of the Municipal Securities Rulemaking Board, and all other applicable rules and regulations); absence of any material adverse change in the financial markets or in the financial condition, operations or prospects of the Issuer; receipts of all required governmental approvals and appropriate legal opinions; an underwriter’s review (“due diligence”) of the offering documents, as required under federal securities laws; the negotiation of appropriate indemnification; state blue sky reviews, as appropriate; and credit approval by the Underwriter. This Agreement is therefore not a final commitment by the Underwriter, express or implied, to underwrite or purchase any securities, nor does it obligate the Underwriter to enter into a Bond Purchase Agreement. While we do not anticipate difficulties in the course of the proposed financing, and look forward to a successful conclusion to this engagement, we prefer to identify these conditions to our final commitment at the outset.

Our efforts will include:

- a) Preparation of numbers describing various options to finance the Project
- b) Assistance securing rating on proposed bonds
- c) Assistance with disclosure counsel regarding preparation of the official statement
- d) Marketing the bonds to potential investors
- e) Coordination of closing effort for bonds

During the course of the engagement, Piper will participate in discussions with bond counsel, finance officials or internal legal counsel of the Issuer to assist in advising the Issuer, as part of the underwriting process, of various financial structures for the proposed offering and their probable reception in the municipal bond markets.

The Underwriter will perform due diligence respecting any offering documents as part of their obligation under federal securities laws. If a final commitment to underwrite the Bonds is approved by the Underwriter, and subject to the conditions described above, the Underwriter will underwrite the Bonds and manage a public offering of the Bonds. Further details regarding the underwriting will be set forth in a Bond Purchase Agreement to be executed at the time of pricing of the Bonds. The Issuer and its chosen counsel agree to cooperate with and assist the Underwriter in connection with such duties.

As compensation for the Underwriter's services, the Issuer will pay the Underwriter a fee of 2% of the par amount of Bonds sold. Fees will be payable to the Underwriter in the form of an underwriter's discount on the Bond Issue as set forth therein. The fees, disbursements and other charges of the Underwriter's outside legal counsel will be added to the underwriter's discount. The Underwriter shall select such counsel in its sole discretion.

The Issuer may not terminate this Agreement at any time prior to completion of the Project other than for non performance on the part of the Underwriter, in which case the Issuer may terminate this agreement, and upon such termination, all fees due to the Underwriter for time served assisting with the Project shall be due and payable immediately by the Issuer. The Underwriter may terminate this Agreement at any time on 30 days written notice.

Assignment Neither the Underwriter nor the Issuer shall have the right or power to assign this Agreement or parts thereof, or its respective duties, without the express written consent of the other party. In the event of acquisition of the Underwriter by a third party firm, notice shall be given to the Issuer regarding the acquisition and the Issuer shall have the opportunity to consent to the assignment of this Agreement, which consent shall not be unreasonably withheld.

No Advisory or Fiduciary Role. We are writing to provide you with certain regulatory disclosures as required by the Municipal Securities Rulemaking Board. As part of our services, Piper Jaffray may provide advice concerning the structure, timing, terms, and other similar matters concerning an issue of municipal securities that Piper Jaffray is underwriting or placing. However, Piper Jaffray intends to serve as Underwriter and not as a financial advisor to you in this transaction; and the primary role of Piper Jaffray is to purchase securities for resale to investors or arrange for the placement of securities in an arm's-length commercial transaction between you and Piper Jaffray. Piper Jaffray has financial and other interests that differ from your interests.

No Recourse for Tax Matters. No recourse shall be had against the Underwriter for loss, damage, liability, cost or expense (whether direct, indirect or consequential) of the Issuer arising out of or in defending, prosecuting, negotiating or responding to any inquiry, questionnaire, audit, suit, action, or other proceeding brought or received from the Internal Revenue Service in connection with the Bonds or otherwise relating to the tax treatment of interest on the Bond.

Governance This Agreement will be governed by, and construed in accordance with, the laws of the State of Iowa, without regard to principles of conflicts of law to the extent that the application of the laws of another jurisdiction would be required thereby. The Issuer and the Underwriter each hereby irrevocably waive any right they may have to a trial by jury in respect of any claim based upon or arising out of this Agreement or the transactions contemplated hereby.

Mayor and Members of the City Council
Page Three
February 25, 2013

This Agreement embodies the entire agreement and understanding between the parties hereto and supersedes all prior agreements and understandings relating to the subject matter hereof. If any provision of this Agreement is determined to be invalid or unenforceable in any respect, such determination will not affect such provision in any other respect or any other provision of this Agreement, which will remain in full force and effect. This Agreement may not be amended or otherwise modified or waived except by an instrument in writing signed by both the Underwriter and Issuer except that to the extent that any term of an executed Bond Purchase Agreement conflicts with the terms of this Agreement, in which case the terms of the Bond Purchase Agreement shall have precedence.

This letter agreement may be executed in any number of counterparts, each of which shall be an original and all of which, when taken together, shall constitute one agreement. Delivery of an executed counterpart of a signature page of this letter agreement by facsimile transmission shall be effective as delivery of a manually executed counterpart of this letter agreement.

Please confirm that the foregoing correctly sets forth our agreement by signing and returning to Piper Jaffray & Co., the enclosed original copy of this Agreement.

Very truly yours,

Piper Jaffray & Co

Timothy J. Oswald
Managing Director

Please acknowledge your acceptance by indicating below:

City of Van Meter, Iowa

Signature _____

Name _____

Title _____

February 28, 2013

Honorable Allan Adams, Mayor
City of Van Meter
505 Grant Street
Van Meter, IA 50261-0160

Re: Disclosure Required For Issuing Bonds City of Van Meter, Iowa General Obligation Series 2013

Dear Mayor Adams:

Thank you for engaging Piper Jaffray & Co. to serve as your underwriter. We are writing to provide you with certain disclosures relating to the captioned bond issue (the Bonds), as required by the Municipal Securities Rulemaking Board (MSRB) Rule G-17 in accordance with MSRB Notice 2012-25 (May 7, 2012). Under new federal regulations, all underwriters are now required to send the following disclosures to you (as the Issuer of the Bonds) in order to clarify with you the role of an underwriter and other matters relating to an underwriting of the Bonds.

Our Role as Underwriter:

In serving as underwriter for the Bonds, these are some important disclosures that clarify our role and responsibilities:

- i. MSRB Rule G-17 requires an underwriter to deal fairly at all times with both municipal issuers and investors;
- ii. The underwriter's primary role is to purchase securities with a view to distribution in an arm's-length commercial transaction with the Issuer and it has financial and other interests that differ from those of the Issuer;
- iii. Unlike a municipal advisor, the underwriter does not have a fiduciary duty to the Issuer under the federal securities laws and is, therefore, not required by federal law to act in the best interests of the Issuer without regard to its own financial or other interests;
- iv. The underwriter has a duty to purchase securities from the Issuer at a fair and reasonable price, but must balance that duty with its duty to sell municipal securities to investors at prices that are fair and reasonable; and
- v. The underwriter will review the official statement for the Issuer's securities in accordance with, and as part of, its responsibilities to investors under the federal securities laws, as applied to the facts and circumstances of the transaction.¹

Our Compensation:

The underwriter will be compensated by a fee and/or an underwriting discount that will be set forth in the bond purchase agreement to be negotiated and entered into in connection with the issuance of the Bonds.

¹ Under federal securities law, an issuer of securities has the primary responsibility for disclosure for investors. The review of the official statement by the underwriter is solely for purposes of satisfying the underwriter's obligations under the federal securities laws and such review should not be construed by an issuer as a guarantee of the accuracy or completeness of the information in the official statement.

Honorable Allan Adams, Mayor
Page Two
February 28, 2013

Payment or receipt of the underwriting fee or discount will be contingent on the closing of the transaction and the amount of the fee or discount may be based, in whole or in part, on a percentage of the principal amount of the Bonds. While this form of compensation is customary in the municipal securities market, it presents a conflict of interest since the underwriter may have an incentive to recommend to the Issuer a transaction that is unnecessary or to recommend that the size of the transaction be larger than is necessary.

Conflicts of Interest:

We have entered into an agreement with Pershing LLC which enables us to distribute certain new issue municipal securities underwritten by or allocated to us which could include the Bonds. Under the agreement, we could share with Pershing LLC a portion of the fee or commission paid to us as underwriter.

Risk Disclosures:

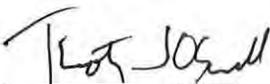
In accordance with the requirements of MSRB Rule G-17, attached to this letter as Appendix A is a description of the material aspects of a typical fixed rate offering, including the Bonds. This letter may be later supplemented if the material terms of the Bonds change from what is described here.

If you have any questions or concerns about these disclosures, please make those questions or concerns known immediately to me at the contact information below. In addition, you should consult with your own financial, legal, accounting, tax and other advisors, as applicable, to the extent you deem appropriate.

It is our understanding that you are authorized or are expected to be authorized to sign the bond purchase agreement with us. If our understanding is incorrect, please notify the undersigned immediately.

Under MSRB Rules, we are required to seek your acknowledgement that you have received this letter. Accordingly, please send me an email to that effect, or sign and return the enclosed copy of this letter to me at the address below.

Very truly yours,



Tim Oswald
Managing Director
Piper Jaffray & Co.

Acknowledgement:

Honorable Allan Adams, Mayor
City of Van Meter

Date: _____

Appendix A – Risk Disclosures

The following is a general description of the financial characteristics and security structures of fixed rate municipal bonds (“Fixed Rate Bonds”), as well as a general description of certain financial risks that you should consider before deciding whether to issue Fixed Rate Bonds.

Financial Characteristics

Maturity and Interest. Fixed Rate Bonds are interest-bearing debt securities issued by state and local governments, political subdivisions and agencies and authorities. Maturity dates for Fixed Rate Bonds are fixed at the time of issuance and may include serial maturities (specified principal amounts are payable on the same date in each year until final maturity) or one or more term maturities (specified principal amounts are payable on each term maturity date) or a combination of serial and term maturities. The final maturity date typically will range between 10 and 30 years from the date of issuance. Interest on the Fixed Rate Bonds typically is paid semiannually at a stated fixed rate or rates for each maturity date.

Redemption. Fixed Rate Bonds may be subject to optional redemption, which allows you, at your option, to redeem some or all of the bonds on a date prior to scheduled maturity, such as in connection with the issuance of refunding bonds to take advantage of lower interest rates. Fixed Rate Bonds will be subject to optional redemption only after the passage of a specified period of time, often approximately ten years from the date of issuance, and upon payment of the redemption price set forth in the bonds, which may include a redemption premium. You will be required to send out a notice of optional redemption to the holders of the bonds, usually not less than 30 days prior to the redemption date. Fixed Rate Bonds with term maturity dates also may be subject to mandatory sinking fund redemption, which requires you to redeem specified principal amounts of the bonds annually in advance of the term maturity date. The mandatory sinking fund redemption price is 100% of the principal amount of the bonds to be redeemed.

Security

Payment of principal of and interest on a municipal security, including Fixed Rate Bonds, may be backed by various types of pledges and forms of security, some of which are described below.

General Obligation Bonds

“General obligation bonds” are debt securities to which your full faith and credit is pledged to pay principal and interest. If you have taxing power, generally you will pledge to use your ad valorem (property) taxing power to pay principal and interest. Ad valorem taxes necessary to pay debt service on general obligation bonds may not be subject to state constitutional property tax millage limits (an unlimited tax general obligation bond). The term “limited” tax is used when such limits exist.

General obligation bonds constitute a debt and, depending on applicable state law, may require that you obtain approval by voters prior to issuance. In the event of default in required payments of interest or principal, the holders of general obligation bonds have certain rights under state law to compel you to impose a tax levy.

Revenue Bonds

“Revenue bonds” are debt securities that are payable only from a specific source or sources of revenues. Revenue bonds are not a pledge of your full faith and credit and you are obligated to pay principal and interest on your revenue bonds only from the revenue source(s) specifically pledged to the bonds. Revenue bonds do not permit the bondholders to compel you to impose a tax levy for payment of debt service. Pledged revenues may be derived from operation of the financed project or system, grants or

excise or other specified taxes. Generally, subject to state law or local charter requirements, you are not required to obtain voter approval prior to issuance of revenue bonds. If the specified source(s) of revenue become inadequate, a default in payment of principal or interest may occur. Various types of pledges of revenue may be used to secure interest and principal payments on revenue bonds. The nature of these pledges may differ widely based on state law, the type of issuer, the type of revenue stream and other factors.

General Fund Obligations

“General Fund Obligations” are debt securities that are payable from an issuer’s general fund and are not secured by a specific tax levy like a general obligation bond or a specific revenue pledge like a revenue bond. General fund obligations come in many varieties and may be a continuing obligation of the general fund or may be subject to annual appropriation. Often general fund obligations are issued in the form of certificates of participation in a lease obligation of the issuer.

Financial Risk Considerations

Certain risks may arise in connection with your issuance of Fixed Rate Bonds, including some or all of the following:

Risk of Default and Fiscal Stress

You may be in default if the funds pledged to secure your bonds are not sufficient to pay debt service on the bonds when due. The consequences of a default may be serious for you and may include the exercise of available remedies against you on behalf of the holders of the bonds. Depending on state law, if the bonds are secured by a general obligation pledge, you may be ordered by a court to raise taxes or other budgetary adjustments may be necessary to enable you to provide sufficient funds to pay debt service on the bonds. If the bonds are revenue bonds, subject to applicable state law and the terms of the authorizing documents, you may be required to take steps to increase the available revenues that are pledged as security for the bonds.

Bonds payable from the general fund, particularly bonds without a defined revenue stream identified to pay debt service, reduce your flexibility to balance the general fund. Because a fixed debt service payment is required to be paid regardless of how your general fund is impacted by revenue losses or by increased expenses, you have less flexibility in the options available to you in assuring a balanced budget for your general fund.

General Fund Obligations that are Project Based. Some general fund obligations are issued for projects which are expected to generate revenues that will pay for some or all of the debt service on the bonds. In the event the project does not generate the anticipated levels of revenues available for debt service, or, in the extreme case, does not create any revenue available for debt service, you may need to make payments from other available general fund revenues. This may force you to reduce other expenditures or to make difficult decisions about how to pay your debt service obligation while meeting other expenditure needs.

General Fund Obligations that are Subject to Annual Appropriation. Some general fund obligations require that debt service is subject to annual appropriation by your governing body. If your governing body decides not to appropriate payments for debt service, your credit ratings may be negatively impacted and you may be forced to pay a higher interest rate on future debt issuance or may be unable to access the market for future debt issuance.

For all bonds, a default may negatively impact your credit ratings and may effectively limit your ability to publicly offer bonds or other securities at market interest rate levels. Further, if you are unable to provide sufficient funds to remedy the default, subject to applicable state law and the terms of the authorizing documents, it may be necessary for you to consider available alternatives under state law, including (for

some issuers) state-mandated receivership or bankruptcy. A default also may occur if you are unable to comply with covenants or other provisions agreed to in connection with the issuance of the bonds.

Redemption Risk

Your ability to redeem the bonds prior to maturity may be limited, depending on the terms of any optional redemption provisions. In the event that interest rates decline, you may be unable to take advantage of the lower interest rates to reduce debt service.

Refinancing Risk

If your financing plan contemplates refinancing some or all of the bonds at maturity (for example, if you have term maturities or if you choose a shorter final maturity than might otherwise be permitted under the applicable federal tax rules), market conditions or changes in law may limit or prevent you from refinancing those bonds when required. Further, limitations in the federal tax rules on advance refunding of bonds (an advance refunding of bonds occurs when tax-exempt bonds are refunded more than 90 days prior to the date on which those bonds may be retired) may restrict your ability to refund the bonds to take advantage of lower interest rates.

Reinvestment Risk

You may have proceeds of the bonds to invest prior to the time that you are able to spend those proceeds for the authorized purpose. Depending on market conditions, you may not be able to invest those proceeds at or near the rate of interest that you are paying on the bonds, which is referred to as “negative arbitrage”.

Tax Compliance Risk

The issuance of tax-exempt bonds is subject to a number of requirements under the United States Internal Revenue Code, as enforced by the Internal Revenue Service (IRS). You must take certain steps and make certain representations prior to the issuance of tax-exempt bonds. You also must covenant to take certain additional actions after issuance of the tax-exempt bonds. A breach of your representations or your failure to comply with certain tax-related covenants may cause the interest on the bonds to become taxable retroactively to the date of issuance of the bonds, which may result in an increase in the interest rate that you pay on the bonds or the mandatory redemption of the bonds. The IRS also may audit you or your bonds, in some cases on a random basis and in other cases targeted to specific types of bond issues or tax concerns. If the bonds are declared taxable, or if you are subject to audit, the market price of your bonds may be adversely affected. Further, your ability to issue other tax-exempt bonds also may be limited.



January 31, 2013

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

VAN METER, IOWA
UTILITY PLANNING - DATA CENTER SITE CERTIFICATION
PHASE I ENVIRONMENTAL ASSESSMENT PROPOSAL
160 ACRE GEBHARDT PROPERTY

Enclosed is a copy of a proposal submitted by Allender Butzke Engineers Inc. to complete a Phase I Environmental Assessment of the 160 acres of property owned by Gebhardt and located in the City of Van Meter's proposed certification site. Allender Butzke Engineers Inc. is proposing to complete the Phase I Environmental Assessment for a fee of \$2,200.

Allender Butzke Engineers Inc. undertook the Phase I Environmental Assessment for the remaining 200 acres of the City's site. It appears the efficient approach to this task is for Allender Butzke Engineers Inc. to be retained to complete the balance of the environmental assessment.

The City of Van Meter should include the \$2,200 cost of the environmental assessment in its projection of costs to meet the Step 3 requirements under the site certification program.

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

VEENSTRA & KIMM, INC.

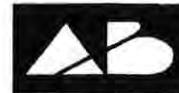
H. R. Veenstra Jr.

HRVJr:dml

19344

Enclosure

cc: Linda Jackson-Wunsch, Greater Dallas County Dev. Alliance w/enclosure



STANDARD AGREEMENT FOR PROFESSIONAL SERVICES

PROJECT Phase I Environmental Site Assessment
160-Acre Gebhardt Property
365th Street and Richland Road
Van Meter, Iowa

PN 133111A

CLIENT City of Van Meter
c/o Veenstra & Kimm, Inc.
Attn: H.R. Veenstra Jr.
3000 Westown Parkway
West Des Moines, Iowa 50266

SCOPE Allender Butzke Engineers Inc. would perform a Phase I Environmental Site Assessment for the above-referenced property. The Phase I ESA would conform to ASTM Practice E1527-05, *Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment* and the "All Appropriate Inquiry" requirements. The objective of the Phase I Environmental Site Assessment is to determine if any recognized environmental conditions are associated with the project site through interviews, an on-site visual survey and a review of regulatory records and historical documents. A search for environmental liens would be included in the Phase I ESA. The Phase I ESA does not include testing of soil or groundwater.

COMPENSATION TERMS The cost of the Phase I ESA would be \$2200. The cost includes an electronic file and two hardcopies of the report. A report would be prepared within two weeks.

Services covered by the Agreement will be performed in accordance with the GENERAL CONDITIONS stated on the following page and any additional attachments or schedules. This Agreement supersedes all prior agreements and understandings and may only be changed by written amendment executed by both parties.

Quotation from ABE, Inc.

Accepted for Client

By

By

Donald D. Edds

Title Environmental Geologist

Title _____

Date January 30, 2013

Date _____

PLEASE SIGN AND RETURN ACCEPTANCE AGREEMENT TO OUR OFFICE, THANK YOU!

1 Email Above

GENERAL CONDITIONS

PN 133111A

1. PARTIES AND SCOPE OF WORK: Allender Butzke Engineers (hereinafter referred to as "ABE") shall perform the work as set forth in ABE's proposal, the client's acceptance thereof if accepted by ABE and these General Conditions. "Client" refers to the person or business entity ordering the work to be done by ABE. If the client is ordering the work on behalf of another, the client represents and warrants that the client is the duly authorized agent of said party for the purpose of ordering and directing said work. Unless otherwise stated in writing, the client assumes sole responsibility for determining whether the quantity and the nature of the work ordered by the client is adequate and sufficient for the client's intended purpose. Client shall communicate these General Conditions to each and every third party to whom the client transmits any part of ABE's work. ABE shall have no duty or obligation to any third party greater than that set forth in ABE's proposal, client's acceptance thereof and these General Conditions. The ordering of work from ABE shall constitute acceptance of the terms of ABE's proposal and these General Conditions.

2. TESTS AND INSPECTIONS: Client shall cause all tests and inspections of the site, materials and work performed by ABE or others to be timely and properly performed in accordance with the plans, specifications and contract documents and ABE's recommendations. No claims for loss, damage or injury shall be brought against ABE by client or any third party unless all tests and inspections have been so performed and unless ABE's recommendations have been followed. Client agrees to indemnify, defend and hold ABE, its officers, employees and agents harmless from any and all claims, suits, losses, costs and expenses, including, but not limited to, court costs and reasonable attorney's fees in the event that all such tests and inspections are not so performed or ABE's recommendations are not so followed except to the extent that such failure is the result of the negligence, willful or wanton act or omission of ABE, its officers, agents or employees, subject to the limitation contained in paragraph 9.

3. SCHEDULING OF WORK: The services set forth in ABE's proposal and client's acceptance will be accomplished in a timely, workmanlike and professional manner by ABE personnel at the prices quoted. If ABE is required to delay commencement of the work or if, upon embarking upon its work, ABE is required to stop or interrupt the progress of its work as a result of changes in the scope of the work requested by the client, to fulfill the requirements of third parties, interruptions in the progress of construction, or other causes beyond the direct reasonable control of ABE, additional charges will be applicable and payable by client.

4. ACCESS TO SITE: Client will arrange and provide such access to the site as is necessary for ABE to perform the work. ABE shall take reasonable measures and precautions to minimize damage to the site and any improvements located thereon as the result of its work or the use of its equipment; however, ABE has not included in its fee the cost of restoration of damage which may occur. If client desires or requires ABE to restore the site to its former condition, upon written request ABE will perform such additional work as is necessary to do so and client agrees to pay ABE the cost thereof.

5. CLIENT'S DUTY TO NOTIFY ENGINEER: Client represents and warrants that he has advised ABE of any known or suspected hazardous materials, utility lines and pollutants at any site at which ABE is to do work hereunder, and unless ABE has assumed in writing the responsibility of locating subsurface objects, structures, lines or conduits, client agrees to defend, indemnify and save ABE harmless from all claims, suits, losses, costs and expenses, including reasonable attorney's fees as a result of personal injury, death or property damage occurring with respect to ABE's performance of its work and resulting to or caused by contact with subsurface or latent objects, structures, lines or conduits where the actual or potential presence and location thereof was not revealed to ABE by client.

6. RESPONSIBILITY: ABE's work shall not include determining, supervising or implementing the means, methods, techniques, sequences or procedures of construction. ABE shall not be responsible for evaluating, reporting or affecting job conditions concerning health, safety or welfare. ABE's work or failure to perform same shall not in any way excuse any contractor, subcontractor or supplier from performance of its work in accordance with the contract documents. ABE has no right or duty to stop the contractor's work.

7. SAMPLE DISPOSAL: Unless otherwise agreed, test specimens or samples will be disposed immediately upon completion of the test. All drilling samples or specimens will be disposed thirty (30) days after submission of ABE's report.

8. PAYMENT: Client shall be invoiced as work is completed and reported, either periodically or at end of project. Client agrees to pay each invoice within thirty (30) days of its receipt. Client further agrees to pay interest on all amounts invoiced and not paid or objected to for valid cause in writing within said thirty (30) day period at the rate of eighteen (18) percent per annum (or the maximum interest rate permitted under applicable law), until paid. Client agrees to pay ABE's cost of collection of all

amounts due and unpaid after sixty (60) days, including court costs and reasonable attorney's fees. ABE shall not be bound by any provision or agreement requiring or providing for arbitration of disputes or controversies arising out of this agreement, and provision wherein ABE waives any rights to a mechanics' lien, or any provision conditioning ABE's right to receive payment for its work upon payment to client by any third party. These General Conditions are notice, where required, that ABE shall file a lien whenever necessary to collect past due amounts. Failure to make payment within 30 days of invoice shall constitute a release of ABE from any and all claims which client may have, either in tort or contract, and whether known or unknown at the time.

9. STANDARD OF CARE: ABE'S SERVICES WILL BE PERFORMED, ITS FINDINGS OBTAINED AND ITS REPORTS PREPARED IN ACCORDANCE WITH THIS AGREEMENT AND WITH GENERALLY ACCEPTED PRINCIPLES AND PRACTICES. IN PERFORMING ITS PROFESSIONAL SERVICES, ABE WILL USE THAT DEGREE OF CARE AND SKILL ORDINARILY EXERCISED UNDER SIMILAR CIRCUMSTANCES BY MEMBERS OF ITS PROFESSION. STATEMENTS MADE IN ABE REPORTS ARE OPINIONS BASED UPON ENGINEERING JUDGMENT AND ARE NOT TO BE CONSTRUED AS REPRESENTATIONS OF FACT.

10. LIMITATION OF LIABILITY: SHOULD ABE OR ANY OF ITS PROFESSIONAL EMPLOYEES BE FOUND TO HAVE BEEN NEGLIGENT IN THE PERFORMANCE OF ITS WORK, OR TO HAVE MADE AND BREACHED ANY EXPRESS OR IMPLIED WARRANTY, REPRESENTATION OR CONTRACT, CLIENT, ALL PARTIES CLAIMING THROUGH CLIENT AND ALL PARTIES CLAIMING TO HAVE IN ANY WAY RELIED UPON ABE'S WORK AGREE THAT THE MAXIMUM AGGREGATE AMOUNT OF THE LIABILITY OF ABE, ITS OFFICERS, EMPLOYEES, AND AGENTS SHALL BE LIMITED TO \$50,000.

11. INDEMNITY: Subject to the foregoing limitations, ABE agrees to indemnify and hold client harmless from and against any and all claims, suits, costs and expenses including reasonable attorney's fees and court costs arising out of ABE's negligence to the extent of ABE's negligence. Client shall provide the same protection to the extent of its negligence. In the event that client or client's principal shall bring any suit, cause of action, claim or counterclaim against ABE, the party initiating such action shall pay to ABE the costs and expenses incurred by ABE to investigate, answer and defend it, including reasonable attorney's and witness fees and court costs to the extent that ABE shall prevail in such suit.

12. TERMINATION: This Agreement may be terminated by either party upon seven day's prior written notice. In the event of termination, ABE shall be compensated by client for all services performed up to and including the termination date, including reimbursable expenses, and for the completion of such services, records and reports as are necessary to place ABE's files in order and/or protect its professional reputation.

13. WITNESS FEES: ABE's employees shall not be retained as expert witnesses except by separate, written agreement. Client agrees to pay ABE's legal expenses, administrative costs and fees pursuant to ABE's then current fee schedule for ABE to respond to any subpoena.

14. HAZARDOUS MATERIALS: Nothing contained within this agreement shall be construed or interpreted as requiring ABE to assume the status of an owner, operator, generator, storer, transporter, treater or disposal facility as those terms appear within RCRA or within any Federal or State statute or regulation governing the generation, transportation, treatment, storage and disposal of pollutants. Client assumes full responsibility for compliance with the provisions of RCRA and any other Federal or State statute or regulation governing the handling, treatment, storage and disposal of pollutants.

15. PROVISIONS SEVERABLE: In the event any of the provisions of these General Conditions should be found to be unenforceable, it shall be stricken and the remaining provisions shall be enforceable.

16. ENTIRE AGREEMENT: This agreement constitutes the entire understanding of the parties, and there are no representations, warranties or undertakings made other than as set forth herein. This agreement may be amended, modified or terminated only in writing, signed by each of the parties hereto.



January 31, 2013

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

VAN METER, IOWA
UTILITY PLANNING - DATA CENTER SITE CERTIFICATION
GEOTECHNICAL REPORT PROPOSAL

Enclosed is a copy of a proposal submitted by Allender Butzke Engineers Inc. to undertake the geotechnical investigation and prepare a geotechnical report on the 360 acres of property included in the City of Van Meter's certified site area. Allender Butzke Engineers Inc. is proposing to drill 11 borings to a depth of 20 feet. The total cost for the geotechnical work would be \$5,900.

It is noted Allender Butzke Engineers Inc. indicates there will be an additional cost of \$500 if all terrain equipment must be used. The geotechnical work will need to be completed in the spring of 2013 before the fields are planted. There is a relatively narrow window of time in which to complete the geotechnical investigation. During the spring months it is often necessary to use the all terrain vehicle to access at least some boring sites. For planning purposes, the City should anticipate the need for the all terrain equipment. The City should anticipate the geotechnical report will cost \$6,400 including the all terrain vehicle charge.

Allender Butzke Engineers Inc. previously submitted a proposal to Diligent Development Group L.L.C. for the geotechnical work on the 200 acres controlled by Diligent Development Group L.L.C. Allender Butzke Engineers Inc. indicates the work was not completed. The information shown in the marketing materials from Diligent Development Group L.L.C. is an extract from the proposal by Allender Butzke Engineers Inc. and not a report on the work undertaken.

The City of Van Meter should include the estimated \$6,400 cost in developing its budget for costs to be incurred as a part of the Step 3 site certification program.

Jake Anderson
January 31, 2013
Page 2

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

VEENSTRA & KIMM, INC.

A handwritten signature in black ink, appearing to read "H. R. Veenstra Jr.", written in a cursive style.

H. R. Veenstra Jr.

HRVjr:dml

19344

Enclosure

cc: Linda Jackson-Wunsch, Greater Dallas County Dev. Alliance w/enclosure



City of Van Meter
c/o Veenstra & Kimm, Inc.
3000 Westown Parkway
West Des Moines, IA 50266-1320
Attn: Mr. H. R. Veenstra Jr.

January 30, 2013

RE: 360 Acre Economic Development
365th Street
Van Meter, Iowa
PN 131132

Thank you for the opportunity to prepare a preliminary geotechnical exploration proposal for your consideration. We are very interested in being your geotechnical consultant on this project and working with you on the geotechnically related designs, having worked on several projects within a one mile radius of this site such as the existing substation west of the 120 acre parcel and the Crestview Estates residential development east of this project. We are very familiar with probable subsurface conditions and challenges posed by very moist soft soils and potentially expansive soils.

SITE GEOLOGY AND LOCAL CONDITIONS

This project site is located within a geomorphic region known as the "Southern Iowa Drift Plain". Soil stratigraphy generally consists of loess underlain by Pre-Illinoian glacial till. The loess is an eolian "wind-blown" deposit derived from flood plain sediments associated with major glacial meltwater streams and tends to have a relatively uniform silt particle size. The upper weathered portion of the Pre-Illinoian glacial till, referred to as paleosol, is typically a high clay content soil. The less weathered portions of the deeper Pre-Illinoian glacial till consist of a more homogeneous mixture of sand, silt and clay. Typical of the geomorphic region, our previous borings on nearby projects encountered topsoil/local alluvium, B-horizon loess, loess, Paleosol, Pre-Illinoian glacial till, and bedrock deposits.

SCOPE OF SERVICES

We propose to conduct a total of 11 preliminary borings as shown on the attached site plan, 5 in the proposed 160 acre parcel, 4 in the 120 acre parcel, and 2 in the 60 acre parcel to depths of 20 feet below existing grades. Standard penetration tests or Shelby Tube samples will be taken for laboratory testing of moisture content, dry density, and unconfined compressive strength, and Atterberg Limits to characterize expansive soils.

Upon completion of the field and laboratory phases of the exploration, the results and preliminary recommendations will be discussed with the design team to consider the site subsurface characteristics and to agree upon approaches to geotechnically related designs. A written preliminary geotechnical exploration report will be issued summarizing the field and laboratory data, and presenting preliminary engineering analyses and recommendations.

It should be understood these borings are preliminary and when building locations, structural loads, final finish floor elevations, and other development details are available, additional borings will be required. Borings to depths of 30 to 60 feet below existing grades may be required for deep foundation systems and Seismic Design classification.

FEES

Total cost for the above scope of services will be \$5,900. This cost includes mobilization with truck-mounted drilling equipment, utility locates, field exploration, laboratory testing, engineering analysis, and written report. Consultation subsequent to issuance of the exploration report will be invoiced at current hourly rates. An additional charge of \$500 will be incurred if ground conditions require the use of all-terrain drilling equipment.

SCHEDULE

Our current schedule will allow us to commence the field exploration within one to two weeks of receiving authorization to proceed, weather permitting. A verbal report of our findings and initial recommendations will be available two weeks after drilling, followed two to three weeks later with the written engineering report.

We appreciate the opportunity to present this proposal for your consideration and look forward to being a part of the design team on this project. If you have any questions or comments regarding the proposed exploration scope of services, fees, schedule, or the attached General Conditions, please contact us at your convenience.

If this proposal meets with your approval, please indicate so by signing the acceptance below and returning one copy to our office. We are also staffed and equipped to provide follow-up quality control testing and procedure observations during construction and will be pleased to provide you with cost estimates for these services when a scope of work has been determined.

Respectfully,
ALLENDER BUTZKE ENGINEERS INC.



Hamid Feiz, P.E.
Principal Engineer

1 PC Above
1 Email

PROPOSAL ACCEPTANCE

The above proposal is accepted.

Signed: _____

For: _____

Date: _____

GENERAL CONDITIONS

PN 131132

1. PARTIES AND SCOPE OF WORK: Allender Butzke Engineers (hereinafter referred to as "ABE") shall perform the work as set forth in ABE's proposal, the client's acceptance thereof if accepted by ABE and these General Conditions. "Client" refers to the person or business entity ordering the work to be done by ABE. If the client is ordering the work on behalf of another, the client represents and warrants that the client is the duly authorized agent of said party for the purpose of ordering and directing said work. Unless otherwise stated in writing, the client assumes sole responsibility for determining whether the quantity and the nature of the work ordered by the client is adequate and sufficient for the client's intended purpose. Client shall communicate these General Conditions to each and every third party to whom the client transmits any part of ABE's work. ABE shall have no duty or obligation to any third party greater than that set forth in ABE's proposal, client's acceptance thereof and these General Conditions. ABE may issue a third party reliance letter to a party the client identifies in writing provided ABE solely determines that the report is still reliable and that the third party, its successors, assigns, and agents agree in writing to these General Conditions and agree to pay ABE the greater of either 10 percent of the contract amount or \$250.00 for issuing the reliance letter. The ordering of work from ABE shall constitute acceptance of the terms of ABE's proposal and these General Conditions.

2. TESTS AND INSPECTIONS: Client shall cause all tests and inspections of the site, materials and work performed by ABE or others to be timely and properly performed in accordance with the plans, specifications and contract documents and ABE's recommendations. No claims for loss, damage or injury shall be brought against ABE by client or any third party unless all tests and inspections have been so performed and unless ABE's recommendations have been followed. Client agrees to indemnify, defend and hold ABE, its officers, employees and agents harmless from any and all claims, suits, losses, costs and expenses, including, but not limited to, court costs and reasonable attorney's fees in the event that all such tests and inspections are not so performed or ABE's recommendations are not so followed except to the extent that such failure is the result of the negligence, willful or wanton act or omission of ABE, its officers, agents or employees, subject to the limitation contained in paragraph 9.

3. SCHEDULING OF WORK: The services set forth in ABE's proposal and client's acceptance will be accomplished in a timely, workmanlike and professional manner by ABE personnel at the prices quoted. If ABE is required to delay commencement of the work or if, upon embarking upon its work, ABE is required to stop or interrupt the progress of its work as a result of changes in the scope of the work requested by the client, to fulfill the requirements of third parties, interruptions in the progress of construction, or other causes beyond the direct reasonable control of ABE, additional charges will be applicable and payable by client.

4. ACCESS TO SITE: Client will arrange and provide such access to the site as is necessary for ABE to perform the work. ABE shall take reasonable measures and precautions to minimize damage to the site and any improvements located thereon as the result of its work or the use of its equipment; however, ABE has not included in its fee the cost of restoration of damage which may occur. If client desires or requires ABE to restore the site to its former condition, upon written request ABE will perform such additional work as is necessary to do so and client agrees to pay ABE the cost thereof.

5. CLIENT'S DUTY TO NOTIFY ENGINEER: Client represents and warrants that he has advised ABE of any known or suspected hazardous materials, utility lines and pollutants at any site at which ABE is to do work hereunder, and unless ABE has assumed in writing the responsibility of locating subsurface objects, structures, lines or conduits, client agrees to defend, indemnify and save ABE harmless from all claims, suits, losses, costs and expenses, including reasonable attorney's fees as a result of personal injury, death or property damage occurring with respect to ABE's performance of its work and resulting to or caused by contact with subsurface or latent objects, structures, lines or conduits where the actual or potential presence and location thereof was not revealed to ABE by client.

6. RESPONSIBILITY: ABE's work shall not include determining, supervising or implementing the means, methods, techniques, sequences or procedures of construction. ABE shall not be responsible for evaluating, reporting or affecting job conditions concerning health, safety or welfare. ABE's work or failure to perform same shall not in any way excuse any contractor, subcontractor or supplier from performance of its work in accordance with the contract documents. ABE has no right or duty to stop the contractor's work.

7. SAMPLE DISPOSAL: Unless otherwise agreed, test specimens or samples will be disposed immediately upon completion of the test. All drilling samples or specimens will be disposed thirty (30) days after submission of ABE's report.

8. PAYMENT: Client shall be invoiced as work is completed and reported, either periodically or at end of project. Client agrees to pay each invoice within thirty (30)

days of its receipt. Client further agrees to pay interest on all amounts invoiced and not paid or objected to for valid cause in writing within said thirty (30) day period at the rate of eighteen (18) percent per annum (or the maximum interest rate permitted under applicable law), until paid. Client agrees to pay ABE's cost of collection of all amounts due and unpaid after sixty (60) days, including court costs and reasonable attorney's fees. ABE shall not be bound by any provision or agreement requiring or providing for arbitration of disputes or controversies arising out of this agreement, and provision wherein ABE waives any rights to a mechanics' lien, or any provision conditioning ABE's right to receive payment for its work upon payment to client by any third party. These General Conditions are notice, where required, that ABE shall file a lien whenever necessary to collect past due amounts. Failure to make payment within 30 days of invoice shall constitute a release of ABE from any and all claims which client may have, either in tort or contract, and whether known or unknown at the time.

9. STANDARD OF CARE: ABE'S SERVICES WILL BE PERFORMED, ITS FINDINGS OBTAINED AND ITS REPORTS PREPARED IN ACCORDANCE WITH THIS AGREEMENT AND WITH GENERALLY ACCEPTED PRINCIPLES AND PRACTICES. IN PERFORMING ITS PROFESSIONAL SERVICES, ABE WILL USE THAT DEGREE OF CARE AND SKILL ORDINARILY EXERCISED UNDER SIMILAR CIRCUMSTANCES BY MEMBERS OF ITS PROFESSION. STATEMENTS MADE IN ABE REPORTS ARE OPINIONS BASED UPON ENGINEERING JUDGMENT AND ARE NOT TO BE CONSTRUED AS REPRESENTATIONS OF FACT.

10. LIMITATION OF LIABILITY: SHOULD ABE OR ANY OF ITS PROFESSIONAL EMPLOYEES BE FOUND TO HAVE BEEN NEGLIGENT IN THE PERFORMANCE OF ITS WORK, OR TO HAVE MADE AND BREACHED ANY EXPRESS OR IMPLIED WARRANTY, REPRESENTATION OR CONTRACT, CLIENT, ALL PARTIES CLAIMING THROUGH CLIENT AND ALL PARTIES CLAIMING TO HAVE IN ANY WAY RELIED UPON ABE'S WORK AGREE THAT THE MAXIMUM AGGREGATE AMOUNT OF THE LIABILITY OF ABE, ITS OFFICERS, EMPLOYEES, AND AGENTS SHALL BE LIMITED TO \$50,000.

11. INDEMNITY: Subject to the foregoing limitations, ABE agrees to indemnify and hold client harmless from and against any and all claims, suits, costs and expenses including reasonable attorney's fees and court costs arising out of ABE's negligence to the extent of ABE's negligence. Client shall provide the same protection to the extent of its negligence. In the event that client or client's principal shall bring any suit, cause of action, claim or counterclaim against ABE, the party initiating such action shall pay to ABE the costs and expenses incurred by ABE to investigate, answer and defend it, including reasonable attorney's and witness fees and court costs to the extent that ABE shall prevail in such suit.

12. TERMINATION: This Agreement may be terminated by either party upon seven day's prior written notice. In the event of termination, ABE shall be compensated by client for all services performed up to and including the termination date, including reimbursable expenses, and for the completion of such services, records and reports as are necessary to place ABE's files in order and/or protect its professional reputation.

13. WITNESS FEES: ABE's employees shall not be retained as expert witnesses except by separate, written agreement. Client agrees to pay ABE's legal expenses, administrative costs and fees pursuant to ABE's then current fee schedule for ABE to respond to any subpoena.

14. HAZARDOUS MATERIALS: Nothing contained within this agreement shall be construed or interpreted as requiring ABE to assume the status of an owner, operator, generator, storer, transporter, treater or disposal facility as those terms appear within RCRA or within any Federal or State statute or regulation governing the generation, transportation, treatment, storage and disposal of pollutants. Client assumes full responsibility for compliance with the provisions of RCRA and any other Federal or State statute or regulation governing the handling, treatment, storage and disposal of pollutants.

15. PROVISIONS SEVERABLE: In the event any of the provisions of these General Conditions should be found to be unenforceable, it shall be stricken and the remaining provisions shall be enforceable.

16. ENTIRE AGREEMENT: This agreement constitutes the entire understanding of the parties, and there are no representations, warranties or undertakings made other than as set forth herein. This agreement may be amended, modified or terminated only in writing, signed by each of the parties hereto.



VEENSTRA & KIMM, INC.

3000 Westown Parkway • West Des Moines, Iowa 50266-1320

515-225-8000 • 515-225-7848(FAX) • 800-241-8000(WATS)

January 24, 2013

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

CITY OF VAN METER, IOWA
SITE CERTIFICATION PROJECT
WETLAND DELINEATION AND PROTECTED SPECIES INVENTORY

Enclosed are two copies of the proposal submitted by Griggs Environmental Strategies, LLC to conduct the Wetlands Delineation and Protected Species Inventory for the site certification project for the City of Van Meter. Griggs Environmental Strategies, LLC is proposing to undertake the work at a cost of \$5,608.

The proposal by Griggs Environmental Strategies, LLC should satisfy Tasks 15 and 16 of the Step 3 requirements.

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

VEENSTRA & KIMM, INC.

A handwritten signature in black ink, appearing to read 'H. R. Veenstra Jr.', is written over a horizontal line.

H. R. Veenstra Jr.

HRVJr:dml
600-11
Enclosures

cc: Linda Jackson-Wunsch, Greater Dallas County Dev. Alliance w/enclosure

GRIGGS ENVIRONMENTAL STRATEGIES, LLC

January 21, 2013

Mr. Jake Anderson, Administrator
City of Van Meter
City Hall, P.O. Box 160
Van Meter, IA 50261

RE: Proposal for Wetland Delineation and Protected Species Inventory
Van Meter Commercial Development Project
Sections 34 and 35, Township 78-N, Range 27-West
Van Meter, Iowa
GES Proposal No. 13-389

Dear Mr. Anderson:

GRIGGS ENVIRONMENTAL STRATEGIES LLC (GES) appreciates the opportunity to provide a proposal for wetland delineation and threatened and endangered species inventory services for your commercial development project. The purpose of this proposal is to perform jurisdictional waters delineations and protected species assessments. The activities will be performed in accordance with the *Clean Water Act, Section 404* (33 U.S.C. 1344) and the *Endangered Species Act, Section 7* (50 C.F.R. 402).

1.0 BACKGROUND

The City of Van Meter (client) is planning the development of approximately 308 acres of property in the southern part of the City. The property is primarily composed of row-crop agricultural land and several forested areas. Design assistance for the project is being provided by Veenstra & Kimm, Inc. To achieve Site Certification for business and data center sites from the Iowa Economic Development Authority, a wetland delineation and threatened and endangered species inventory investigation is required.

The investigation results may be used by the design engineers to avoid and minimize, where possible, impacts to regulated resources.

1613 - 120TH STREET, BOONE, IOWA 50036
515/230-7044 (PHONE) • 515/724-7018 (FAX)
KEVIN@GRIGGS-STRATEGIES.COM • WWW.GRIGGS-STRATEGIES.COM

2.0 SCOPE OF SERVICES

Based on the above discussions, **GES** recommends the following scope of services.

Task 1. Pre-field Investigation

GES will compile and assess existing site information using web-based Geographical Information Systems (GIS). Data to review includes project location maps, preliminary project plans (if available), National Wetlands Inventory maps, Dallas County Soil Survey maps and tables, and aerial photographs. Based on the results of this investigation, areas requiring field investigation will be identified.

Task 2. Wetland Delineations on Non-Agricultural Land

Non-agricultural areas including potential wetlands and stream channels will be investigated according to the 1987 Corps of Engineers Wetland Delineation Manual and the 2010 Midwest Regional Supplement. All potentially jurisdictional areas will be field reviewed for hydrophytic vegetation, hydric soils, and wetland hydrology. Digital ground level photographs will be recorded for each wetland area. Field identified wetlands will be flagged if requested by client. Delineation information will be recorded on Data Forms for Wetland Determinations: Midwest Region and included in the Wetland Investigation Report.

Task 3. Wetland Determinations on Agricultural Land

Agricultural land within the project limits will be investigated according to required Food Service Act (FSA) methodology including review of predetermined annual aerial photograph slides at the Adel USDA Service Center. Areas within the project identified with wetland signatures will then be field verified for the presence of hydric soils. Findings will be recorded on data forms for FSA Offsite Determination for Agricultural Lands and included in the Wetland Investigation Report

Mapped wetland data will be transferred to aerial photography and provided to client via a PDF file. All data sheets and aerial photographs will be included in the Wetland Investigation Report.

Task 4. Threatened and Endangered Species Inventory and Habitat Assessment

GES will provide an assessment of the potential impacts to state and federal protected species and their habitats. The assessment will include coordination with the appropriate state and federal agencies regarding known protected species occurrence within the county as well as a complete site inventory of potential species and/or habitats. Should potential impacts be discovered, **GES** will coordinate with the appropriate state and/or federal staff regarding restrictions and need for additional information or studies. The intention of this task is to begin coordination of protected species requirements, should it be required. Significant additional information and/or studies requested by the resource agencies is not included in this Scope of Services but may be negotiated separately.

Task 5. Wetland and Protected Species Investigation Report

A technical report will be prepared to summarize the quantity and extent of jurisdictional waters and potential for protected species impacts for the proposed project area. The report will include delineated acreage, a location map of identified jurisdictional waters, data sheets documenting field findings, photographic record of site conditions, and the results of the threatened and endangered species inventory and habitat assessment. Should expected project impacts require a Section 404 Authorization from the U.S. Army Corps of Engineers, the additional work may be negotiated by separate work order.

3.0 SCHEDULE

I anticipate initiating the above-described activities upon receipt of written notice to proceed. All tasks will be completed within 90 days of the notice to proceed date, provided site and weather conditions allow the completion of field work.

4.0 FEES

The estimated cost for performing the above scope of services is \$5608.00 and is valid for 30 days following the date of this proposal. My invoice will be submitted to you following project completion. My proposal is based on the project description, project limits map, and request for proposal from Veenstra & Kimm, Inc. dated January 17, 2013. Should conditions be encountered that necessitate major revisions

and/or result in significantly higher costs, I will contact you before initiating this work or preparing a change order.

5.0 CONDITIONS

Items to be provided by the client include the right-of-entry to all project areas to conduct site investigations. The client should also notify me of any restrictions or special requirements regarding the site or other required activities prior to the commencement of field work. This proposal does not include the following services: Section 404 permitting, mitigation concept development or design, mitigation monitoring, intensive species surveys, or flood plain permitting.

If this proposal meets your approval, please sign the notice to proceed on the following page and return an original to me. If you have any questions regarding this information, please contact me at (515) 230-7044.

Sincerely,

GRIGGS ENVIRONMENTAL STRATEGIES, LLC



Kevin M. Griggs, PWS CWB
Environmental Consultant

cc: H.R. Veenstra Jr., Veenstra & Kimm, Inc.

CONFIRMATION OF NOTICE TO PROCEED

The above proposal is understood and accepted.

Name: Mr. Jake Anderson
(Please Print)

Title: City Administrator

Company: City of Van Meter

Telephone: 515-996-2644

Fax: 515-996-2207

Signature: _____

Date: _____



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POLICE DEPARTMENT

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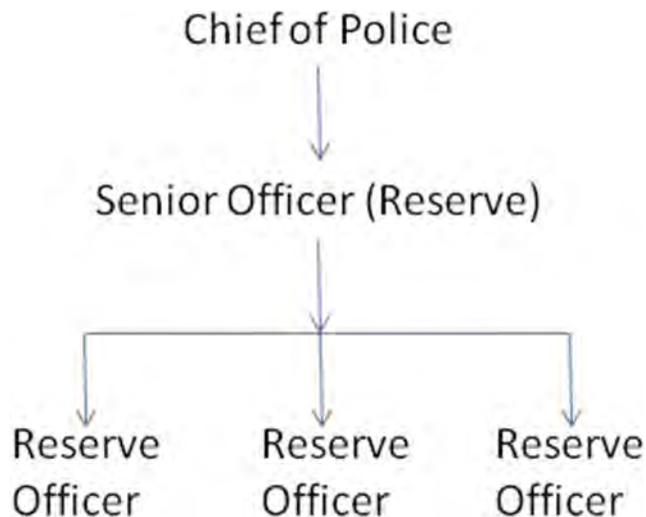
VAN METER POLICE DEPARTMENT RESERVE OFFICER PROGRAM PROPOSAL

This proposal is put forward to develop a program to assist the police department in providing police services with additional personnel that are properly trained and lead at a minimum of cost. A reserve program is at the core of providing enhanced police services in a small but growing community. It is a way to evaluate potential future officers and groom them to succeed as law enforcement members of the community.

I am proposing the implementation of a reserve officer program effective at its approval by the Mayor and members of the Council at the meeting in March 2013.

Structure:

The police department reserve program and operational leadership would be structured in a manner so as to provide continuity from the Chief of Police down to the probationary officer and back up the chain of command.



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Policy:

The Mayor and Council passed the Van Meter Police Department Standard Operating Guidelines in January of 2013. In those guidelines is a policy regarding a reserve program. I have proposed the following changes to those policies to better reflect management and operation of a reserve program in our community. If approved the following changes to policy would be approved. The changes are:

CHAPTER 23

RESERVE POLICE PROGRAM

Policy

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

Definitions

23.2 Reserve Officer: Any person who volunteers and accepts an appointment to less than a full time position, with ~~or without~~ compensation as prescribed by Iowa Code, and who is sworn, vested with authority to bear arms and make arrests and whose primary responsibility is the prevention and detection of crime or the enforcement of the criminal and traffic laws of the State of Iowa and the ordinances of the City of Van Meter.

23.3 Reserve Coordinator: A Sworn Van Meter Police officer designated by the Chief of Police to oversee and coordinate the Reserve Police Officer Program.

Responsibility

23.4 Reserve Coordinator is responsible for coordinating deployment of the Reserves depending on the current operational needs of the Department.

23.5 The Reserve Coordinator will conduct regular Reserve Officer Meetings and shall prepare periodic status reports on the Reserve Police Officer Program for the Chief of Police.

23.6 It is the responsibility of the Reserve Coordinator to maintain a personnel file and a training record for each Reserve Officer.

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- 23.7 Each Reserve Officer will have current photos and fingerprints on file.
- 23.8 Each Reserve Officer will keep his/her address and telephone number current with the department.

Selection/Requirements

- 23.9 Reserve Officers shall possess the same minimum hiring requirements as full-time officers **except for the physical agility test. Reserve Officers selection will be at the discretion of the Chief of Police upon the approval of the City Administrator and Mayor and Council. Reserve Officers must complete the Iowa Law Enforcement Reserve Academy and field training program upon selection. Reserve Officers must agree to and sign a non-disclosure agreement allowing for civil penalties for release of information or any transfer of information by any means that is derogatory or inappropriate toward the City of Van Meter, it's police department, employee's or representatives.**
- 23.10 Retiring or resigning members of the Van Meter Police Department who are in good standing and desire to become Reserve Officers will request such status in their resignation or retirement letters. If the Chief of Police approves the request and upon approval by the Mayor and/or City Administrator, then changes of status will be annotated.
- 23.11 Retired or former members of the Van Meter Police Department who have been away from the department any amount of time and who wish to become a Reserve Officer must re-complete the hiring process from the beginning.

Training

- 23.12 The Reserve Coordinator is responsible for scheduling, coordination or providing of in-service training, scheduling assignments, disseminating information, and discussing unit business.
- 23.13 Reserve Officers are to be trained in use of force policy(s) and tested for weapons proficiency with the same frequency as full-time officers performing like functions. Reserve Officers must attend in-service training as that of full-time officers performing like functions which can include:
 - A. Mandatory training classes
 - B. Use of Force policies.
 - C. Annual demonstration of proficiency with firearms authorized to carry; Achieve a minimum of 4 hours firearms training every reporting period.

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D. Legal updates,

E. Other required training

F. In-service training times may vary to accommodate the reserve officer program.

G. All Reserve Officers must complete the Field Training Officer Program under the same guidelines as full-time officers or as directed by the Chief of Police. Training shall be conducted by the FTO Instructor or other person as designated by the Chief of Police. At the sole discretion of the Chief of Police, a quickened version of the field training program may be available or waived for experienced, retiring, retired, or former officers of the Van Meter Police Department.

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

Utilization

- 23.14 All Reserve officers will be subject to the same policies, procedures, rules, and regulations that pertain to fulltime, sworn police personnel **except Chapter 17 Discipline & Discharge.**
- 23.15 Reserve officers will function as a full-time Police Officer when on duty.
- 23.16 Reserve officers must work a minimum of sixteen (16) hours in a one (1) month period.
- 23.17 Reserve officers ~~will~~ **may** be issued the same uniforms as those for full-time officers performing like functions.
- 23.18 Whenever possible, Reserve Officers ~~will~~ **may** be issued equipment the same as full-time officers.
- 23.19 Members will maintain their issued equipment as required by Department policy.
- 23.20 Upon completion of the field training program and ILEA approved Reserve Officer Academy, Reserve Officers choosing to do so may be assigned to ride alone in a police vehicle by the Chief of Police. Reserve Officers choosing to ride with a Full-Time Officer shall be able to do so at the discretion of the Full-Time Officer. Any Full-Time Officer refusing to allow a reserve to ride with him/her must immediately explain his/her reasons in writing to the Chief of Police.
- 23.21 Reserve officers in good standing and qualified to do so may work contract overtime and grants at the discretion of the Chief of Police.

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- 23.22 Reserve officers in good standing and upon prior approval by the Chief of Police may work fill-in shifts for full-time officers on training leave, vacation, illness, etc. as scheduled by a supervisor.
- 23.23 The Reserve Coordinator will monitor the hours worked by Reserve Officers.
- 23.24 When reporting for duty, each Reserve Officer will notify dispatch of such on duty time and off duty time. They shall maintain a dispatch and daily log the same as full-time sworn personnel.

Separations

- 23.25 At the time of termination or resignation, the Reserve Officer will return all city issued uniforms and equipment to the Reserve Coordinator.
- 23.26 Reserve Officers serve at the pleasure of the Chief of Police, and will not be governed by the same disciplinary procedures that govern full-time Officers. Decisions relative to their continued service will be at the sole discretion of the Chief of Police. **The Mayor and/or City Administrator and the City Council may discipline or terminate reserve officers as appropriate.**

Restrictions

- 23.27 Reserve Officers as per Iowa Code are private citizens and may not take off-duty action at any time. A reserve officer should make every attempt to contact dispatch or any on-duty officer about the incident.
- 23.28 Reserve Officers will not engage in any activity or behavior by means of personal activities, employment or association that may bring discredit or criticism to the Van Meter Police Department. Reserve Officers will not exploit their association with the Department to promote political influence, for personal gain, or to seek personal publicity.

Liability

- 23.29 Reserve Officers should bear in mind that any inappropriate activities and/or actions taken while on duty may have criminal or civil consequences.
- 23.30 All Reserve Officers are expected to use good judgment, obey the law, conform to Departmental policies and procedures, and always remember that they represent the Van Meter Police Department to every person with whom they come into contact. **Reserve Officers shall be covered under the City of Van Meter liability policy.**

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Credentials and Firearms

- 23.31 Reserve Officers will comply with all current department policies applicable to firearms, other weapons and use of force.
- 23.32 Reserve Officers ~~may~~**will**, concealed from public view, carry authorized badges and I.D. cards off-duty per departmental policy.

Duties and Responsibilities

- 23.33 Reserve Officers will thoroughly familiarize themselves with all Rules, Regulations, and Policies of the Van Meter Police Department.
- 23.34 Reserve Officers will treat all official business of the Department as confidential.
- 23.35 Reserve Officers are responsible for writing their own reports and attending all required court appearances in which they are subpoenaed.
- 23.36 Reserve Officers are obligated to fulfill all assignments to include extra duty details. Reserve Officers unable to work their assigned shift or an extra duty detail due to illness, injury, or a legitimate emergency will make immediate notification through the chain of command.
- 23.37 The Chief of Police may exempt a Reserve Officer from any assignment.
- 23.38 Reserve Officers will check with the Reserve Coordinator for any subpoenas or department related correspondence no less than once every five-business days.

Performance Evaluations

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

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Rank Structure

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

Financial Compensation for Reserve Officers

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

Recruitment & Selection:

Each reserve officer would complete an employment application and background information packet. They would be subject to the same background standard for hiring as a full-time officer to include completion of

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the MMPI upon post offer of employment as a police reserve officer. They would sit before a selection committee consisting of the Chief of Police and City Administrator.

If hired, they would each complete a standard six to twelve week field training program with the Chief of Police who is nationally certified to instruct as a field trainer. Upon completion of the program they would either be marked acceptable for continued employment or released from employment with documentation to support release.

Each officer would be required to complete the Iowa Law Enforcement Academy prescribed by the Iowa Law Enforcement Academy board for reserve officers. It is a six module course to be completed over eighteen months that covers such things as Iowa code, Defensive Tactics etc.

Each officer upon selection would be required to sign acknowledgment of the Standard Operating Guidelines and a non-disclosure agreement regarding release of information about the City of Van Meter, Van Meter Police Department it's employees or representatives. This agreement would hold civil penalties for violation.

Training:

Reserve Officers are to be trained in use of force policy(s) and tested for weapons proficiency with the same frequency as full-time officers performing like functions. Reserve Officers must attend in-service training as that of full-time officers performing like functions which can include:

- A. Mandatory training classes
- B. Use of Force policies.
- C. Annual demonstration of proficiency with firearms authorized to carry; Achieve a minimum of 4 hours firearms training every reporting period.
- D. Legal updates,
- E. Other required training
- F. In-service training times may vary to accommodate the reserve officer program.
- G. All Reserve Officers must complete the Field Training Officer Program under the same guidelines as full-time officers or as directed by the Chief of Police. Training shall be conducted by the FTO Instructor or other person as designated by the Chief of Police. At the sole discretion of the Chief of Police, a quickened version of the field training program may

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be available or waived for experienced, retiring, retired, or former officers of the Van Meter Police Department.

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

Operation:

All Reserve officers will be subject to the same policies, procedures, rules, and regulations that pertain to fulltime, sworn police personnel except Chapter 17 Discipline & Discharge.

Reserve officers will function as a full-time Police Officer when on duty. Reserve officers must work a minimum of sixteen (16) hours in a one (1) month period.

They will wear the same uniforms as those for full-time officers.

Upon completion of the field training program and ILEA approved Reserve Officer Academy, Reserve Officers choosing to do so may be assigned to ride alone in a police vehicle by the Chief of Police.

Prior to these certifications they will be able to ride with full-time members of the department. Reserve officers in good standing and qualified to do so may work contract overtime and grants at the discretion of the Chief of Police.

Reserve officers in good standing and upon prior approval by the Chief of Police may work fill-in shifts for full-time officers on training leave, vacation, illness, etc. as scheduled by a supervisor.

The Reserve officers shall be used to assist with law enforcement during such activities as RAGBRAI, Racoon River Days and other community events.

Thank you for considering a program directed at enhancing not only police services within the community but enhancing community policing by providing me with a resource I can call on to facilitate community programming and foster community support for public safety in the city.

Respectfully Submitted,

William J. Daggett

Chief of Police
Van Meter Police Department

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POLICE DEPARTMENT

“Serving the Community”

March 12, 2013

To: Mayor Adams & Council Members
CC:
From: Wm. Daggett, Chief of Police
Date: 3/8/2013
Re: Reserve Officer Appointments & Program Policies

Mayor & Council Members,

During the month of February I requested permission to move forward with implementation of a reserve program. On Thursday evening we interviewed six candidates for the position of Reserve Police Officer. As a result of those interviews I am asking you to approve the attached policy changes that can be found in bold on the reserve program proposal and approve the following officers:

Nicholas Campbell – Nicholas is a Van Meter resident and currently works as a security dispatcher for Prairie Meadows Casino & Hotel.

Richard Farrell – Richard is a Redfield resident and currently works as a corrections officer part-time with the Dallas County Sheriff’s Office while pursuing his criminal justice degree.

I thank you for considering this matter.

Sincerely,

William J. Daggett

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Blank

Support for: Agenda Item #6

-

FY14 Budget

Submitted for:
Action

Recommendation:
Approval

Sample Motions:

I move to approve and adopt the proposed budget as presented/revised for the fiscal year beginning July 1, 2013 and ending June 30, 2014.

25-239

Adoption of Budget and Certification of City Taxes

FISCAL YEAR BEGINNING JULY 1, 2013 - ENDING JUNE 30, 2014

The City of: Van Meter County Name: DALLAS Date Budget Adopted: 03/11/13
(Date) xx/xx/xx

At a meeting of the City Council, held after the public hearing as required by law, as specified above, the proposed budget was adopted as summarized and attached hereto, and tax levies, as itemized below, were approved for all taxable property of this City. There is attached a Long Term Debt Schedule Form 703 for the debt service needs, if any.

515-996-2644

Telephone Number

Signature

County Auditor Date Stamp

January 1, 2012 Property Valuations

	With Gas & Electric	Without Gas & Electric	Last Official Census
Regular 2a	25,625,137	24,177,492	1,016
Debt Service Value 3a	32,592,193	31,144,548	
Ag Land 4a	323,965		

TAXES LEVIED

Code Sec.	Dollar Limit	Purpose	(A) Request with Utility Replacement	(B) Property Taxes Levied	(C) Rate
384.1	8.10000	Regular General levy	207,564	195,838	8.10000
(384)		Non-Voted Other Permissible Levies			
12(8)	0.67500	Contract for use of Bridge		0	0
12(10)	0.95000	Opr & Maint publicly owned Transit		0	0
12(11)	Amt Nec	Rent, Ins. Maint of Civic Center		0	0
12(12)	0.13500	Opr & Maint of City owned Civic Center		0	0
12(13)	0.06750	Planning a Sanitary Disposal Project		0	0
12(14)	0.27000	Aviation Authority (under sec.330A.15)		0	0
12(16)	0.06750	Levee Impr. fund in special charter city		0	0
12(18)	Amt Nec	Liability, property & self insurance costs	30,508	28,785	1.19055
12(22)	Amt Nec	Support of a Local Emerg.Mgmt.Comm.		0	0
(384)		Voted Other Permissible Levies			
12(1)	0.13500	Instrumental/Vocal Music Groups		0	0
12(2)	0.81000	Memorial Building		0	0
12(3)	0.13500	Symphony Orchestra		0	0
12(4)	0.27000	Cultural & Scientific Facilities		0	0
12(5)	As Voted	County Bridge		0	0
12(6)	1.35000	Missi or Missouri River Bridge Const.		0	0
12(9)	0.03375	Aid to a Transit Company		0	0
12(17)	0.20500	Maintain Institution received by gift/devise		0	0
12(19)	1.00000	City Emergency Medical District		0	0
12(21)	0.27000	Support Public Library		0	0
28E.22	1.50000	Unified Law Enforcement		0	0
Total General Fund Regular Levies (5 thru 24)			238,072	224,623	
384.1	3.00375	Ag Land	973	973	3.00375
Total General Fund Tax Levies (25 + 26)			239,045	225,596	Do Not Add
Special Revenue Levies					
384.8	0.27000	Emergency (if general fund at levy limit)	6,919	6,528	0.27000
384.6	Amt Nec	Police & Fire Retirement		0	0
	Amt Nec	FICA & IPERS (if general fund at levy limit)	41,373	39,036	1.61455
Rules	Amt Nec	Other Employee Benefits	44,427	41,917	1.73373
Total Employee Benefit Levies (29,30,31)			85,800	80,953	3.34827
Sub Total Special Revenue Levies (28+32)			92,719	87,481	
Valuation					
386	As Req	<i>With Gas & Elec</i>	<i>Without Gas & Elec</i>		
	SSMID 1 (A)	(B)		0	0
	SSMID 2 (A)	(B)		0	0
	SSMID 3 (A)	(B)		0	0
	SSMID 4 (A)	(B)		0	0
	SSMID 5 (A)	(B)		0	0
	SSMID 6 (A)	(B)		0	0
	SSMID 7 (A)	(B)		0	0
Total SSMID			0	0	Do Not Add
Total Special Revenue Levies			92,719	87,481	
384.4	Amt Nec	Debt Service Levy 76.10(6)	82,750	79,074	2.53895
384.7	0.67500	Capital Projects (Capital Improv. Reserve)		0	0
Total Property Taxes (27+39+40+41)			414,514	392,151	15.44777

COUNTY AUDITOR - I certify the budget is in compliance with ALL the following:

Budgets that **DO NOT** meet ALL the criteria below are not statutorily compliant & must be returned to the city for correction.

- 1) The prescribed Notice of Public Hearing Budget Estimate (Form 631.1) was lawfully published, or posted if applicable, and notarized, filed proof was evidenced.
- 2) Budget hearing notices were published or posted not less than 10 days, nor more than 20 days, prior to the budget hearing.
- 3) Adopted property taxes do not exceed published or posted amounts.
- 4) Adopted expenditures do not exceed published or posted amounts in each of the nine program areas, or in total.
- 5) The budget file uploaded to the SUBMIT Area matched the paper copy certified by the city to this office.

(County Auditor)

Fund Balance Worksheet for City of

Van Meter

		General (A)	Special Rev (B)	TIF Special Rev (C)	Debt Serv (D)	Capt Proj (E)	Permanent (G)	Total Government (H)	Proprietary (I)	Grand Total (J)
(1)										
*Annual Report FY 2012										
Beginning Fund Balance July 1 (pg 5, line 134) *	1	35,131	294,963	188,873	15,574	0	9,100	543,641	167,784	711,425
Actual Revenues Except Beg Bal (pg 5, line 132) *	2	436,634	295,616	170,746	48,127	0	2,800	953,923	516,621	1,470,544
Actual Expenditures Except End Bal (pg 12, line 259) *	3	349,385	253,475	121,958	114,261	4,817	0	843,896	513,172	1,357,068
Ending Fund Balance June 30 (pg 12, line 270) *	4	122,380	337,104	237,661	-50,560	-4,817	11,900	653,668	171,233	824,901
(2)										
** Re-Estimated FY 2013										
Beginning Fund Balance	5	122,380	337,104	237,661	-50,560	-4,817	11,900	653,668	171,233	824,901
Re-Est Revenues	6	415,024	341,580	170,511	83,330	0	0	1,010,445	281,450	1,291,895
Re-Est Expenditures	7	418,464	397,460	79,708	110,285	0	0	1,005,917	231,193	1,237,110
Ending Fund Balance	8	118,940	281,224	328,464	-77,515	-4,817	11,900	658,196	221,490	879,686
(3)										
** Budget FY 2014										
Beginning Fund Balance	9	118,940	281,224	328,464	-77,515	-4,817	11,900	658,196	221,490	879,686
Revenues	10	419,813	406,284	170,511	82,750	0	0	1,079,358	262,750	1,342,108
Expenditures	11	494,358	460,705	79,708	110,285	0	0	1,145,056	256,346	1,401,402
Ending Fund Balance	12	44,395	226,803	419,267	-105,050	-4,817	11,900	592,498	227,894	820,392

* The figures in section (1) are taken from FORM F-66(IA-2) STATE OF IOWA FINANCIAL REPORT FOR FISCAL YEAR ENDED JUNE 30, 2012

** The remaining two sections are filled in by the software once ALL worksheets are completed.

CITY OF Van Meter

As provided in Iowa Code Section 384.12, subsection 22, a city may levy the amount necessary in support of a local Emergency Management Commission. In addition to this individual levy, Emergency Management Commission support may also be included as part of the General Fund Levy. Iowa Code Section 29C.17, subsection 5 states that any support from cities or counties must be separately reported on tax statements issued by the county treasurer.

Input the amount of General Fund Levy request to be used for support of an Emergency Management Commission. The total below will reflect the total amount of Emergency Management Commission support provided by the City.

	Request with Utility Replacement (A)	Property Taxes Levied (B)
1 Portion of General Fund Levy Used for Emerg. Mgmt. Comm.	0	0
2 <u>Support of a Local Emerg.Mgmt.Comm.</u>	0	0
3 TOTAL FOR FISCAL YEAR 2014	0	0

RE-ESTIMATED EXPENDITURES SCHEDULE PAGE 1

RE-ESTIMATED Fiscal Year Ending

2013

Fiscal Years

GOVERNMENT ACTIVITIES (A)	(B)	GENERAL (C)	SPECIAL REVENUE (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	RE-ESTIMATED 2013 (J)	ACTUAL 2012 (K)
PUBLIC SAFETY										
Police Department/Crime Prevention	1	54,636	15,414						70,050	74,123
Jail	2								0	
Emergency Management	3	150							150	1,431
Flood Control	4	500							500	0
Fire Department	5	34,850	1,400						36,250	37,954
Ambulance	6	6,545	550						7,095	1,689
Building Inspections	7								0	
Miscellaneous Protective Services	8								0	
Animal Control	9	150							150	0
Other Public Safety	10	0							0	275
TOTAL (lines 1 - 10)	11	96,831	17,364	0			0		114,195	115,472
PUBLIC WORKS										
Roads, Bridges, & Sidewalks	12	55,421	160,049						215,470	104,460
Parking - Meter and Off-Street	13	0							0	110
Street Lighting	14	2,300							2,300	2,533
Traffic Control and Safety	15	250							250	0
Snow Removal	16	0							0	40
Highway Engineering	17								0	
Street Cleaning	18								0	
Airport (if not Enterprise)	19								0	
Garbage (if not Enterprise)	20	65,855							65,855	70,004
Other Public Works	21								0	
TOTAL (lines 12 - 21)	22	123,826	160,049	0			0		283,875	177,147
HEALTH & SOCIAL SERVICES										
Welfare Assistance	23								0	
City Hospital	24								0	
Payments to Private Hospitals	25								0	
Health Regulation and Inspection	26								0	
Water, Air, and Mosquito Control	27	0							0	0
Community Mental Health	28								0	
Other Health and Social Services	29								0	
TOTAL (lines 23 - 29)	30	0	0	0			0		0	0
CULTURE & RECREATION										
Library Services	31	52,774	13,133						65,907	54,503
Museum, Band and Theater	32								0	
Parks	33	1,150	0						1,150	34,947
Recreation	34	0	125,000						125,000	102,472
Cemetery	35	13,206	1,352						14,558	3,091
Community Center, Zoo, & Marina	36								0	
Other Culture and Recreation	37								0	6,470
TOTAL (lines 31 - 37)	38	67,130	139,485	0			0		206,615	201,483

RE-ESTIMATED EXPENDITURES SCHEDULE PAGE 2

RE-ESTIMATED Fiscal Year Ending 2013

Fiscal Years

GOVERNMENT ACTIVITIES CONT. (A)	(B)	GENERAL (C)	SPECIAL REVENUES (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	RE-ESTIMATED 2013 (J)	ACTUAL 2012 (K)
COMMUNITY & ECONOMIC DEVELOPMENT										
Community Beautification	39	0							0	55
Economic Development	40	2,500		79,708					82,208	113,384
Housing and Urban Renewal	41		0						0	0
Planning & Zoning	42	0							0	0
Other Com & Econ Development	43								0	
TOTAL (lines 39 - 44)	45	2,500	0	79,708			0		82,208	113,439
GENERAL GOVERNMENT										
Mayor, Council, & City Manager	46	12,580	1,075						13,655	12,219
Clerk, Treasurer, & Finance Adm.	47	49,577	4,789						54,366	39,453
Elections	48	0							0	0
Legal Services & City Attorney	49	37,700							37,700	27,922
City Hall & General Buildings	50	21,650	50						21,700	21,017
Tort Liability	51	0							0	3,861
Other General Government	52								0	
TOTAL (lines 46 - 52)	53	121,507	5,914	0			0		127,421	104,472
DEBT SERVICE	54				110,285				110,285	114,261
Gov Capital Projects	55					0			0	4,817
TIF Capital Projects	56								0	
TOTAL CAPITAL PROJECTS	57	0	0	0		0	0		0	4,817
TOTAL Governmental Activities Expenditures <i>(lines 11+22+30+38+44+52+53+54)</i>	58	411,794	322,812	79,708	110,285	0	0		924,599	831,091
BUSINESS TYPE ACTIVITIES Proprietary: Enterprise & Budgeted ISF										
Water Utility	59							108,585	108,585	340,908
Sewer Utility	60							117,792	117,792	131,231
Electric Utility	61							0	0	
Gas Utility	62							0	0	
Airport	63							0	0	
Landfill/Garbage	64							0	0	
Transit	65							0	0	
Cable TV, Internet & Telephone	66							0	0	
Housing Authority	67							0	0	
Storm Water Utility	68							0	0	
Other Business Type (city hosp., ISF, parking, etc.)	69							0	0	
Enterprise DEBT SERVICE	70							0	0	
Enterprise CAPITAL PROJECTS	71							0	0	
Enterprise TIF CAPITAL PROJECTS	72							0	0	
TOTAL BUSINESS TYPE EXPENDITURES (lines 56 - 68)	73							226,377	226,377	472,139
TOTAL ALL EXPENDITURES (lines 58+74)	74	411,794	322,812	79,708	110,285	0	0	226,377	1,150,976	1,303,230
Regular Transfers Out	75	6,670	74,648		0	0	0	4,816	86,134	44,264
Internal TIF Loan Transfers Out	76			0					0	9,574
Total ALL Transfers Out	77	6,670	74,648	0	0	0	0	4,816	86,134	53,838
Total Expenditures and Other Fin Uses (lines 73+74)	78	418,464	397,460	79,708	110,285	0	0	231,193	1,237,110	1,357,068
Ending Fund Balance June 30	79	118,940	281,224	328,464	-77,515	-4,817	11,900	221,490	879,686	824,901

* A continuing appropriation is the unexpended budgeted amount from a prior year's capital project that is expended in the following year or years. The entry is made on the CON APPROPs page that must accompany the budget forms if used. THE USE OF THE CONTINUING APPROPRIATION IS VOLUNTARY. SUCH EXPENDITURES DO NOT REQUIRE AN AMENDMENT. HOWEVER THE ORIGINAL AMOUNT OF THE CAPITAL PROJECT MUST HAVE APPEARED ON A PREVIOUS YEAR'S BUDGET TO OBTAIN THE SPENDING AUTHORITY. THE CONTINUING APPROPRIATION CAN NOT BE FOR A YEAR PRIOR TO THE ACTUAL YEAR. CONTINUING APPROPRIATIONS END WITH THE ACTUAL YEAR. SEE INSTRUCTIONS.

CITY OF Van Meter

RE-ESTIMATED REVENUES DETAIL
RE-ESTIMATED Fiscal Year Ending 2013 **Fiscal Years**

(A)	(B)	GENERAL (C)	SPECIAL REVENUES (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	RE-ESTIMATED 2013 (J)	ACTUAL 2012 (K)
REVENUES & OTHER FINANCING SOURCES										
Taxes Levied on Property	1	230,165	88,765		83,330				402,260	332,576
Less: Uncollected Property Taxes - Levy Year	2								0	
Net Current Property Taxes (line 1 minus line 2)	3	230,165	88,765		83,330	0			402,260	332,576
Delinquent Property Taxes	4								0	
TIF Revenues	5			170,511					170,511	170,746
Other City Taxes:										
Utility Tax Replacement Excise Taxes	6								0	
Utility franchise tax (Iowa Code Chapter 364.2)	7								0	
Parimutuel wager tax	8								0	
Gaming wager tax	9								0	
Mobile Home Taxes	10								0	
Hotel/Motel Taxes	11								0	
Other Local Option Taxes	12		145,742						145,742	102,472
Subtotal - Other City Taxes (lines 6 thru 12)	13	0	145,742		0	0			145,742	102,472
Licenses & Permits	14	8,800							8,800	11,934
Use of Money & Property	15	1,000	0		0				1,000	6,378
Intergovernmental:										
Federal Grants & Reimbursements	16		0						0	0
Road Use Taxes	17		83,000						83,000	95,744
Other State Grants & Reimbursements	18	0	0			0			0	418
Local Grants & Reimbursements	19	41,858	680						42,538	46,331
Subtotal - Intergovernmental (lines 16 thru 19)	20	41,858	83,680	0	0	0		0	125,538	142,493
Charges for Fees & Service:										
Water Utility	21							132,200	132,200	122,289
Sewer Utility	22							139,250	139,250	129,297
Electric Utility	23								0	
Gas Utility	24								0	
Parking	25								0	
Airport	26								0	
Landfill/Garbage	27	61,247							61,247	99,373
Hospital	28								0	
Transit	29								0	
Cable TV, Internet & Telephone	30								0	
Housing Authority	31								0	
Storm Water Utility	32								0	
Other Fees & Charges for Service	33						0		0	300
Subtotal - Charges for Service (lines 21 thru 33)	34	61,247	0		0	0	0	271,450	332,697	351,259
Special Assessments	35								0	
Miscellaneous	36	11,913	7,300				0	0	19,213	33,848
Other Financing Sources:										
Regular Operating Transfers In	37	60,041	16,093		0	0		10,000	86,134	44,264
Internal TIF Loan Transfers In	38								0	9,574
Subtotal ALL Operating Transfers In	39	60,041	16,093	0	0	0	0	10,000	86,134	53,838
Proceeds of Debt (Excluding TIF Internal Borrowing)	40				0			0	0	265,000
Proceeds of Capital Asset Sales	41								0	
Subtotal-Other Financing Sources (lines 36 thru 38)	42	60,041	16,093	0	0	0	0	10,000	86,134	318,838
Total Revenues except for beginning fund balance (lines 3, 4, 5, 12, 13, 14, 19, 33, 34, 35, & 39)	43	415,024	341,580	170,511	83,330	0	0	281,450	1,291,895	1,470,544
Beginning Fund Balance July 1	44	122,380	337,104	237,661	-50,560	-4,817	11,900	171,233	824,901	711,425
TOTAL REVENUES & BEGIN BALANCE (lines 41+42)	45	537,404	678,684	408,172	32,770	-4,817	11,900	452,683	2,116,796	2,181,969

EXPENDITURES SCHEDULE PAGE 1

Fiscal Year Ending 2014

Fiscal Years

GOVERNMENT ACTIVITIES		GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2014	RE-ESTIMATED 2013	ACTUAL 2012
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)
PUBLIC SAFETY											
Police Department/Crime Prevention	1	87,670	15,414						103,084	70,050	74,123
Jail	2								0	0	0
Emergency Management	3	38,000							38,000	150	1,431
Flood Control	4	0							0	500	0
Fire Department	5	34,850	1,400						36,250	36,250	37,954
Ambulance	6	6,545	550						7,095	7,095	1,689
Building Inspections	7								0	0	0
Miscellaneous Protective Services	8								0	0	0
Animal Control	9	150							150	150	0
Other Public Safety	10	0							0	0	275
TOTAL (lines 1 - 10)	11	167,215	17,364	0			0		184,579	114,195	115,472
PUBLIC WORKS											
Roads, Bridges, & Sidewalks	12	55,421	160,049						215,470	215,470	104,460
Parking - Meter and Off-Street	13	0							0	0	110
Street Lighting	14	2,300							2,300	2,300	2,533
Traffic Control and Safety	15	0							0	250	0
Snow Removal	16	0							0	0	40
Highway Engineering	17								0	0	0
Street Cleaning	18								0	0	0
Airport (if not Enterprise)	19								0	0	0
Garbage (if not Enterprise)	20	65,855							65,855	65,855	70,004
Other Public Works	21								0	0	0
TOTAL (lines 12 - 21)	22	123,576	160,049	0			0		283,625	283,875	177,147
HEALTH & SOCIAL SERVICES											
Welfare Assistance	23								0	0	0
City Hospital	24								0	0	0
Payments to Private Hospitals	25								0	0	0
Health Regulation and Inspection	26								0	0	0
Water, Air, and Mosquito Control	27	0							0	0	0
Community Mental Health	28								0	0	0
Other Health and Social Services	29								0	0	0
TOTAL (lines 23 - 29)	30	0	0	0			0		0	0	0
CULTURE & RECREATION											
Library Services	31	7,050	74,183						81,233	65,907	54,503
Museum, Band and Theater	32								0	0	0
Parks	33	1,150	0						1,150	1,150	34,947
Recreation	34	0	125,000						125,000	125,000	102,472
Cemetery	35	7,300	1,352						8,652	14,558	3,091
Community Center, Zoo, & Marina	36								0	0	0
Other Culture and Recreation	37								0	0	6,470
TOTAL (lines 31 - 37)	38	15,500	200,535	0			0		216,035	206,615	201,483

EXPENDITURES SCHEDULE PAGE 2

Fiscal Year Ending 2014

Fiscal Years

GOVERNMENT ACTIVITIES CONT. (A)	(B)	GENERAL (C)	SPECIAL REVENUES (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	BUDGET 2014 (J)	RE-ESTIMATED 2013 (K)	ACTUAL 2012 (L)
COMMUNITY & ECONOMIC DEVELOPMENT											
Community Beautification	39	0							0	0	55
Economic Development	40	4,532		79,708					84,240	82,208	113,384
Housing and Urban Renewal	41		0						0	0	0
Planning & Zoning	42	0							0	0	0
Other Com & Econ Development	43								0	0	0
	44										
TOTAL (lines 39 - 44)	45	4,532	0	79,708			0		84,240	82,208	113,439
GENERAL GOVERNMENT											
Mayor, Council, & City Manager	46	12,580	1,075						13,655	13,655	12,219
Clerk, Treasurer, & Finance Adm.	47	52,855	4,789						57,644	54,366	39,453
Elections	48	2,500							2,500	0	0
Legal Services & City Attorney	49	33,500							33,500	37,700	27,922
City Hall & General Buildings	50	20,150	50						20,200	21,700	21,017
Tort Liability	51	0							0	0	3,861
Other General Government	52								0	0	0
TOTAL (lines 46 - 52)	53	121,585	5,914	0			0		127,499	127,421	104,472
DEBT SERVICE	54				110,285				110,285	110,285	114,261
Gov Capital Projects	55					0			0	0	4,817
TIF Capital Projects	56								0	0	0
TOTAL CAPITAL PROJECTS	57	0	0	0		0	0		0	0	4,817
TOTAL Government Activities Expenditures <i>(lines 11+22+30+38+45+53+54+57)</i>	58	432,408	383,862	79,708	110,285	0	0		1,006,263	924,599	831,091
BUSINESS TYPE ACTIVITIES											
Proprietary: Enterprise & Budgeted ISF											
Water Utility	59							128,554	128,554	108,585	340,908
Sewer Utility	60							117,792	117,792	117,792	131,231
Electric Utility	61							0	0	0	0
Gas Utility	62							0	0	0	0
Airport	63							0	0	0	0
Landfill/Garbage	64							0	0	0	0
Transit	65							0	0	0	0
Cable TV, Internet & Telephone	66							0	0	0	0
Housing Authority	67							0	0	0	0
Storm Water Utility	68							0	0	0	0
Other Business Type (city hosp., ISF, parking, etc.)	69							0	0	0	0
Enterprise DEBT SERVICE	70							0	0	0	0
Enterprise CAPITAL PROJECTS	71							0	0	0	0
Enterprise TIF CAPITAL PROJECTS	72							0	0	0	0
TOTAL Business Type Expenditures (lines 59 - 73)	73							246,346	246,346	226,377	472,139
TOTAL ALL EXPENDITURES (lines 58+74)	74	432,408	383,862	79,708	110,285	0	0	246,346	1,252,609	1,150,976	1,303,230
Regular Transfers Out	75	61,950	76,843		0	0	0	10,000	148,793	86,134	44,264
Internal TIF Loan / Repayment Transfers Out	76			0					0	0	9,574
Total ALL Transfers Out	77	61,950	76,843	0	0	0	0	10,000	148,793	86,134	53,838
Total Expenditures & Fund Transfers Out (lines 75+78)	78	494,358	460,705	79,708	110,285	0	0	256,346	1,401,402	1,237,110	1,357,068
Ending Fund Balance June 30	79	44,395	226,803	419,267	-105,050	-4,817	11,900	227,894	820,392	879,686	824,901

CITY OF

Van Meter

The last two columns will fill in once the Re-Est forms are completed

REVENUES DETAIL
Fiscal Year Ending 2014

Fiscal Years

(A)	(B)	GENERAL (C)	SPECIAL REVENUES (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	BUDGET 2014 (J)	RE-ESTIMATED 2013 (K)	ACTUAL 2012 (L)
REVENUES & OTHER FINANCING SOURCES											
Taxes Levied on Property	1	225,596	87,481		79,074	0			392,151	402,260	332,570
Less: Uncollected Property Taxes - Levy Year	2								0	0	0
Net Current Property Taxes (line 1 minus line 2)	3	225,596	87,481		79,074	0			392,151	402,260	332,570
Delinquent Property Taxes	4								0	0	0
TIF Revenues	5			170,511					170,511	170,511	170,740
Other City Taxes:											
Utility Tax Replacement Excise Taxes	6	13,449	5,238		3,676	0			22,363	0	0
Utility franchise tax (Iowa Code Chapter 364.2)	7								0	0	0
Parimutuel wager tax	8								0	0	0
Gaming wager tax	9								0	0	0
Mobile Home Taxes	10								0	0	0
Hotel/Motel Taxes	11								0	0	0
Other Local Option Taxes	12		145,742						145,742	145,742	102,472
Subtotal - Other City Taxes (lines 6 thru 12)	13	13,449	150,980		3,676	0			168,105	145,742	102,472
Licenses & Permits	14	8,800							8,800	8,800	11,930
Use of Money & Property	15	1,000	0		0				1,000	1,000	6,378
Intergovernmental:											
Federal Grants & Reimbursements	16		0						0	0	0
Road Use Taxes	17		83,000						83,000	83,000	95,740
Other State Grants & Reimbursements	18	0	0			0			0	0	418
Local Grants & Reimbursements	19	41,858	680						42,538	42,538	46,330
Subtotal - Intergovernmental (lines 16 thru 19)	20	41,858	83,680	0	0	0		0	125,538	125,538	142,490
Charges for Fees & Service:											
Water Utility	21							121,500	121,500	132,200	122,280
Sewer Utility	22							131,250	131,250	139,250	129,290
Electric Utility	23							0	0	0	0
Gas Utility	24							0	0	0	0
Parking	25							0	0	0	0
Airport	26							0	0	0	0
Landfill/Garbage	27	61,247							61,247	61,247	99,370
Hospital	28								0	0	0
Transit	29								0	0	0
Cable TV, Internet & Telephone	30								0	0	0
Housing Authority	31								0	0	0
Storm Water Utility	32								0	0	0
Other Fees & Charges for Service	33						0		0	0	300
Subtotal - Charges for Service (lines 21 thru 33)	34	61,247	0		0	0	0	252,750	313,997	332,697	351,250
Special Assessments	35								0	0	0
Miscellaneous	36	5,913	7,300				0	0	13,213	19,213	33,840
Other Financing Sources:											
Regular Operating Transfers In	37	61,950	76,843		0	0		10,000	148,793	86,134	44,260
Internal TIF Loan Transfers In	38								0	0	9,570
Subtotal ALL Operating Transfers In	39	61,950	76,843	0	0	0	0	10,000	148,793	86,134	53,830
Proceeds of Debt (Excluding TIF Internal Borrowing)	40				0			0	0	0	265,000
Proceeds of Capital Asset Sales	41								0	0	0
Subtotal-Other Financing Sources (lines 38 thru 40)	42	61,950	76,843	0	0	0	0	10,000	148,793	86,134	318,830
Total Revenues except for beginning fund balance (lines 3, 4, 5, 13, 14, 15, 20, 34, 35, 36, & 42)	43	419,813	406,284	170,511	82,750	0	0	262,750	1,342,108	1,291,895	1,470,540
Beginning Fund Balance July 1	44	118,940	281,224	328,464	-77,515	-4,817	11,900	221,490	879,686	824,901	711,420
TOTAL REVENUES & BEGIN BALANCE (lines 42+43)	45	538,753	687,508	498,975	5,235	-4,817	11,900	484,240	2,221,794	2,116,796	2,181,960

CITY OF
Van Meter
ADOPTED BUDGET SUMMARY
YEAR ENDED JUNE 30, 2014

Fiscal Years

(A)	(B)	GENERAL (C)	SPECIAL REVENUES (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	BUDGET 2014 (J)	RE-ESTIMATED 2013 (K)	ACTUAL 2012 (L)
Revenues & Other Financing Sources											
Taxes Levied on Property	1	225,596	87,481		79,074	0			392,151	402,260	332,576
Less: Uncollected Property Taxes-Levy Year	2	0	0		0	0			0	0	0
Net Current Property Taxes	3	225,596	87,481		79,074	0			392,151	402,260	332,576
Delinquent Property Taxes	4	0	0		0	0			0	0	0
TIF Revenues	5			170,511					170,511	170,511	170,746
Other City Taxes	6	13,449	150,980		3,676	0			168,105	145,742	102,472
Licenses & Permits	7	8,800	0					0	8,800	8,800	11,934
Use of Money and Property	8	1,000	0	0	0	0	0	0	1,000	1,000	6,378
Intergovernmental	9	41,858	83,680	0	0	0		0	125,538	125,538	142,493
Charges for Fees & Service	10	61,247	0		0	0	0	252,750	313,997	332,697	351,259
Special Assessments	11	0	0		0	0		0	0	0	0
Miscellaneous	12	5,913	7,300		0	0	0	0	13,213	19,213	33,848
Sub-Total Revenues	13	357,863	329,441	170,511	82,750	0	0	252,750	1,193,315	1,205,761	1,151,706
Other Financing Sources:											
Total Transfers In	14	61,950	76,843	0	0	0	0	10,000	148,793	86,134	53,838
Proceeds of Debt	15	0	0	0	0	0		0	0	0	265,000
Proceeds of Capital Asset Sales	16	0	0	0	0	0		0	0	0	0
Total Revenues and Other Sources	17	419,813	406,284	170,511	82,750	0	0	262,750	1,342,108	1,291,895	1,470,544
Expenditures & Other Financing Uses											
Public Safety	18	167,215	17,364	0			0		184,579	114,195	115,472
Public Works	19	123,576	160,049	0			0		283,625	283,875	177,147
Health and Social Services	20	0	0	0			0		0	0	0
Culture and Recreation	21	15,500	200,535	0			0		216,035	206,615	201,483
Community and Economic Development	22	4,532	0	79,708			0		84,240	82,208	113,439
General Government	23	121,585	5,914	0			0		127,499	127,421	104,472
Debt Service	24	0	0	0	110,285		0		110,285	110,285	114,261
Capital Projects	25	0	0	0		0	0		0	0	4,817
Total Government Activities Expenditures	26	432,408	383,862	79,708	110,285	0	0		1,006,263	924,599	831,091
Business Type Proprietary: Enterprise & ISF	27							246,346	246,346	226,377	472,139
Total Gov & Bus Type Expenditures	28	432,408	383,862	79,708	110,285	0	0	246,346	1,252,609	1,150,976	1,303,230
Total Transfers Out	29	61,950	76,843	0	0	0	0	10,000	148,793	86,134	53,838
Total ALL Expenditures/Fund Transfers Out	30	494,358	460,705	79,708	110,285	0	0	256,346	1,401,402	1,237,110	1,357,068
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	31 32	 -74,545	 -54,421	 90,803	 -27,535	 0	 0	 6,404	 -59,294	 54,785	 113,476
Beginning Fund Balance July 1	33	118,940	281,224	328,464	-77,515	-4,817	11,900	221,490	879,686	824,901	711,425
Ending Fund Balance June 30	34	44,395	226,803	419,267	-105,050	-4,817	11,900	227,894	820,392	879,686	824,901

**LONG TERM DEBT SCHEDULE
GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS**

City Name: Van Meter

Fiscal Year
2014

	Project Name (A)	Amount of Issue (B)	Date Certified to County Auditor (C)	Principal Due FY 2014 (D)	Interest Due FY 2014 +(E)	Bond Reg/Other Fees Due FY 2014 +(F)	Total Obligation Due FY 2014 =(G)	Paid from Funds OTHER THAN Current Year Property Taxes -(H)	Amount Paid by Current Year Debt Service Levy =(I)
(1)	2005 R16 Water Line TIF Rev	265,000	5/01/2005	25,000	5,323	500	30,823	30,823	0
(2)	2006 Lift Station TIF REV	110,000	12/01/2005	10,000	2,875	500	13,375	13,375	0
(3)	2007 Bridge Improvements GO	280,000	6/01/2007	10,000	10,800	500	21,300		21,300
(4)	2008 R16 Street Improvements GO	300,000	9/02/2008	30,000	7,700	500	38,200		38,200
(5)	2011 Water Main Project GO	265,000	8/08/2011	10,000	12,750	500	23,250		23,250
(6)							0		0
(7)							0		0
(8)							0		0
(9)							0		0
(10)							0		0
(11)							0		0
(12)							0		0
(13)							0		0
(14)							0		0
(15)							0		0
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(23)							0		0
(24)							0		0
(25)							0		0
(26)							0		0
(27)							0		0
(28)							0		0
(29)							0		0
(30)							0		0
TOTALS				85,000	39,448	2,500	126,948	44,198	82,750

LONG TERM DEBT SCHEDULE
GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS
 PAGE 2

City Name: Van Meter

USE THIS PAGE ONLY AFTER FILLING LINES 1 THRU 30 ABOVE.

Fiscal Year
2014

(A)	Project Name	Amount of Issue (B)	Date Certified to County Auditor (C)	Principal Due FY 2014 (D)	Interest Due FY 2014 +(E)	Bond Reg/Other Fees Due FY 2014 +(F)	Total Obligation Due FY 2014 =(G)	Paid from Funds OTHER THAN Current Year Property Taxes -(H)	Amount Paid by Current Year Debt Service Levy =(I)
(31)							0		0
(32)							0		0
(33)							0		0
(34)							0		0
(35)							0		0
(36)							0		0
(37)							0		0
(38)							0		0
(39)							0		0
(40)							0		0
(41)							0		0
(42)							0		0
(43)							0		0
(44)							0		0
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(52)							0		0
(53)							0		0
(54)							0		0
(55)							0		0
(56)							0		0
(57)							0		0
(58)							0		0
(59)							0		0
(60)							0		0
				85,000	39,448	2,500	126,948	44,198	82,750

ERRORS LISTING PAGE SCROLL TO VIEW ALL ERROR MESSAGES (You may also print this page)

CONGRATULATIONS! THE BUDGET FILE CONTAINS NO ERRORS IN THE FOUR CATEGORIES

(1) OPERATING TRANSFERS IN / OPERATING TRANSFERS OUT COMPARISONS

(2) ENDING YEAR FUND BALANCE / BEGINNING YEAR FUND BALANCE COMPARISONS

0
0

0
0

0
0

(3) AN ERROR MESSAGE APPEARS IN **RED** BELOW IF THE BUDGET DOES NOT CONTAIN ALL 3 YEARS OF DATA

NOTICE OF PUBLIC HEARING BUDGET ESTIMATE

FISCAL YEAR BEGINNING JULY 1, 2013 - ENDING JUNE 30, 2014

City of Van Meter, Iowa

The City Council will conduct a public hearing on the proposed Budget at City Hall, 505 Grant Street

on 03/11/13 at 7:00PM
(Date) xx/xx/xx (hour)

The Budget Estimate Summary of proposed receipts and expenditures is shown below.
Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor,
City Clerk, and at the Library.

The estimated Total tax levy rate per \$1000 valuation on regular property \$ 15.44777

The estimated tax levy rate per \$1000 valuation on Agricultural land is \$ 3.00375

At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.

515-996-2644
phone number

Jake Anderson
City Clerk/Finance Officer's NAME

		Budget FY 2014	Re-estimated FY 2013	Actual FY 2012
		(a)	(b)	(c)
Revenues & Other Financing Sources				
Taxes Levied on Property	1	392,151	402,260	332,576
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
Net Current Property Taxes	3	392,151	402,260	332,576
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	170,511	170,511	170,746
Other City Taxes	6	168,105	145,742	102,472
Licenses & Permits	7	8,800	8,800	11,934
Use of Money and Property	8	1,000	1,000	6,378
Intergovernmental	9	125,538	125,538	142,493
Charges for Fees & Service	10	313,997	332,697	351,259
Special Assessments	11	0	0	0
Miscellaneous	12	13,213	19,213	33,848
Other Financing Sources	13	148,793	86,134	318,838
Total Revenues and Other Sources	14	1,342,108	1,291,895	1,470,544
Expenditures & Other Financing Uses				
Public Safety	15	184,579	114,195	115,472
Public Works	16	283,625	283,875	177,147
Health and Social Services	17	0	0	0
Culture and Recreation	18	216,035	206,615	201,483
Community and Economic Development	19	84,240	82,208	113,439
General Government	20	127,499	127,421	104,472
Debt Service	21	110,285	110,285	114,261
Capital Projects	22	0	0	4,817
Total Government Activities Expenditures	23	1,006,263	924,599	831,091
Business Type / Enterprises	24	246,346	226,377	472,139
Total ALL Expenditures	25	1,252,609	1,150,976	1,303,230
Transfers Out	26	148,793	86,134	53,838
Total ALL Expenditures/Transfers Out	27	1,401,402	1,237,110	1,357,068
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	28	-59,294	54,785	113,476
Beginning Fund Balance July 1	29	879,686	824,901	711,425
Ending Fund Balance June 30	30	820,392	879,686	824,901

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Support for: Agenda Item #7

-

Future Land Use Plan

Submitted for:
Action

Recommendation:
Approval

Sample Motions:
I move to approve and adopt the Future Land Use Plan as presented/revised.

Resolution # 2013-_____ “A Resolution Approving and Adopting a Future Land Use Plan”

Whereas, the Van Meter Planning and Zoning Commission has reviewed and edited a Future Land Use Plan for the sustainable and smart growth of the City of Van Meter; and

Whereas, the Van Meter Planning and Zoning Commission has formally recommended to the City Council a final draft of the Future Land Use Plan for approval; and

Whereas, the proposed Future Land Use Plan incorporates and closely aligns with the City’s Site Certification project; and

Whereas the City Council has properly published notice of and held a public hearing on the proposed Future Land Use Plan; now

Therefore be it resolved by the City Council of the City of Van Meter, Iowa that the proposed Future Land Use Plan is hereby approved and adopted.

Passed and Approved this 11th Day of March 2013.

_____ Mayor Allan Adams

ATTEST:

_____ Jake Anderson, City Administrator

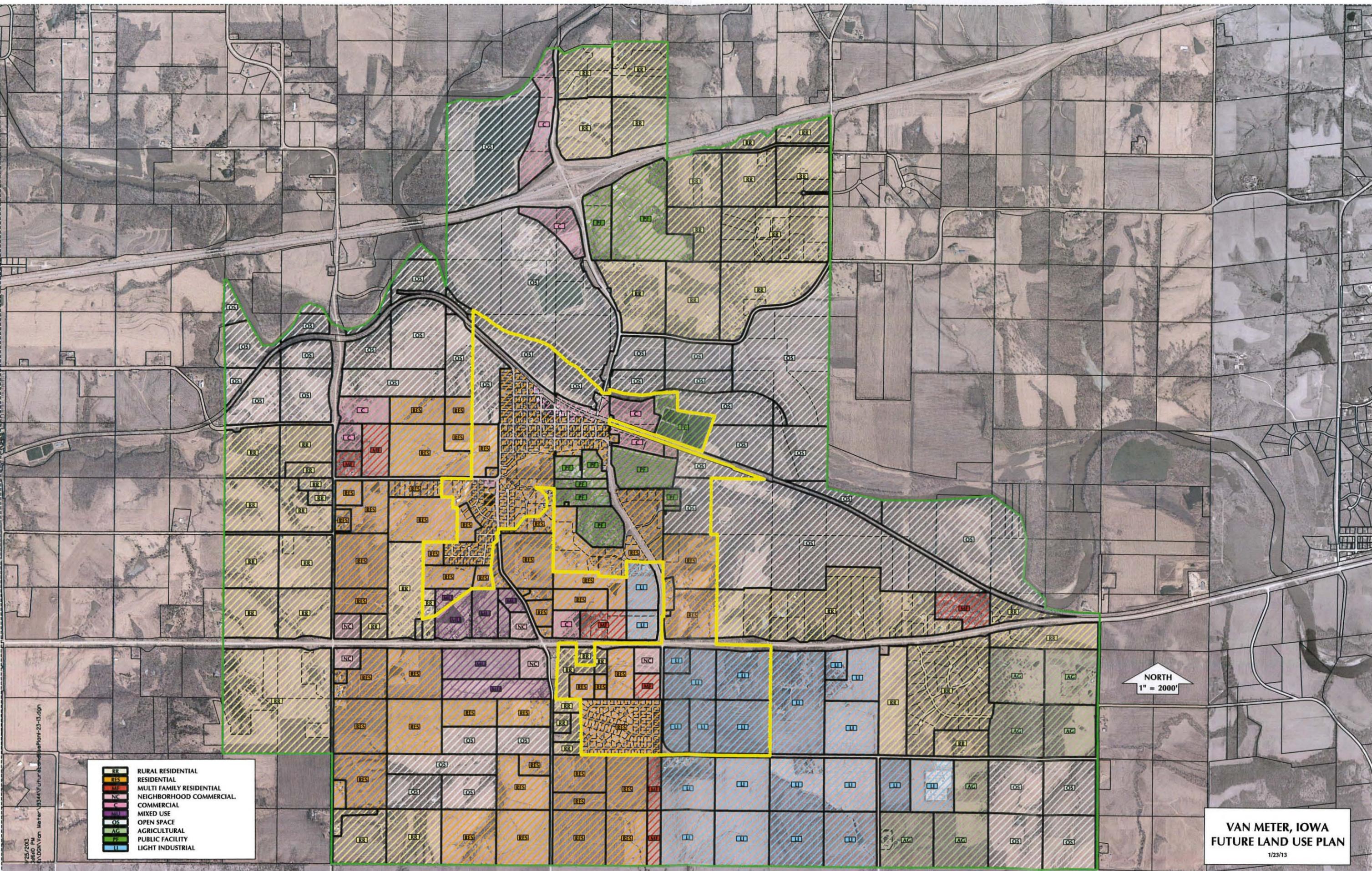
City of Van Meter Planning and Zoning Commission
Minutes 2-20-2013

- 1) The Van Meter Planning and Zoning Commission met on February 20, 2013 at City Hall. Chairman Jesse Leckband called the meeting to order at 6:28P.M. Members present were: Kent Kunkel, Gayle O'Brien, and Christie Sullivan. Members Absent: Jermey Feldman and Garret Hulse and Ernie Hockenberry.

Also present was Bob Lacy, City Administrator Jake Anderson, and City Engineer Bob Veenstra Jr.

- 2) Chairman Leckband asked for a motion to approve the agenda. Moved by Kunkel supported by O'Brien. Passed unanimously.
- 3) Chairman Leckband noted typographical errors in the minutes from the January 23, 2013 meeting and asked for a motion to approve the minutes as revised. Moved by Kunkel supported by O'Brien. Passed unanimously.
- 4) City Engineer Bob Veenstra Jr. presented the future land use plan as the Commission revised it at the last meeting, and noted that the plan would be slightly amended to reflect the language of the Business Park Zoning classification the Commission would consider next. Chairman Leckband asked for a motion to approve the Future Land Use Plan as presented and forward it to the City Council with a recommendation for approval. Moved by O'Brien supported by Kunkel. Passed unanimously.
- 5) City Engineer Bob Veenstra Jr. presented language to the Commission which would create a Business Park Zoning district which supports the City's Site Certification Project and the needs of independent economic development prospects that have actually inquired. The Commission offered a few editorial changes. Chairman Leckband asked for a motion to approve the language as revised, forwarding it to the City Council with a recommendation for approval and a recommendation that all of the property within the City Limits south of F90 and East of R16 be rezoned from (A) Agricultural to (BP-1) Business Park-1. Moved by Kunkel supported by O'Brien. Passed unanimously.
- 6) Anderson and Veenstra updated the Commission on the City's Site Certification Project noting that the City Council has approved agreements for professional services with Veenstra and Kimm to complete the infrastructure planning in conjunction with making the site "shovel ready."
- 7) Moved by Kunkel supported by O'Brien to adjourn. Passed unanimously.

ATTEST: _____ Jesse Leckband, Chair
_____ Jake Anderson, City Administrator



NORTH
1" = 2000'

RR	RURAL RESIDENTIAL
RES	RESIDENTIAL
MR	MULTI FAMILY RESIDENTIAL
NC	NEIGHBORHOOD COMMERCIAL
C	COMMERCIAL
MU	MIXED USE
OS	OPEN SPACE
AG	AGRICULTURAL
P	PUBLIC FACILITY
LI	LIGHT INDUSTRIAL

VAN METER, IOWA
FUTURE LAND USE PLAN
1/23/13

1/25/2013 4:50 PM
S:\ADON\Van Meter\3544\FutureLandUsePlan-23-13.dgn

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Support for: Agenda Item #8

-

Ordinance Adding a Business District

Submitted for:
Action

Recommendation:
Approval

Sample Motions:

I move to approve the first reading of the proposed ordinance amending the Van Meter Code of Ordinances adding the Business Park Zoning District.

I move to waive the second reading of the proposed ordinance.

I move to waive the third reading of the proposed ordinance.

I move to approve and adopt the proposed ordinance amending the Van Meter Code of Ordinances adding the Business Park Zoning District.

ORDINANCE No. _____

AN ORDINANCE AMENDING THE ZONING ORDINANCE ADDING A NEW ZONING DISTRICT

BE IT ENACTED BY 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 of 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:

E. The provisions of this section shall be applicable to all buildings located in a BP-1 district, except the building facade materials may include architectural steel with hidden fasteners on the rear and sides of any building, provided the building side is located more than 300 feet from any current or proposed street, or current or proposed residential zoning district.

(2) A new section, Section 165.02.12 is hereby created, with the following language:

165.06.12 “BP-1” BUSINESS PARK DISTRICT

A. INTENT. The Business Park District is intended for the conduct of business that is appropriately located within a large identified business area and for business that is generally in the service sector or intellectual property sector and does not require frequent access by the public. The regulations set forth in this section are meant to achieve the following:

1. To provide appropriate space for strengthening the economic base of the community.
2. To locate non-retail businesses not requiring direct public access in areas where suitable utilities and other resources are available.
3. To provide an area within the community where businesses desiring a large business park setting can develop without conflicting residential or commercial uses.

B. PERMITTED USES. The permitted uses within the District encompass a wide range of non-retail and non-manufacturing commercial enterprises with said uses focusing on the service sector including businesses providing services associated with data and intellectual property. Permitted uses shall include the following and businesses of a similar nature:

1. Data processing centers.
2. Transaction processing centers.
3. Service sector office buildings.
4. Banking support services.
5. Non-retail support for retail business or service businesses.
6. Professional office buildings.

C. ACCESSORY USES.

1. On-site wells used for backup water supply.
2. Standby power generators used for emergency power, provided such generators are equipped with appropriate sound dampening enclosures and mufflers.
3. Wind generators at a density of no more than 1 for every 3 acres provided no wind generator can be located within 200 feet of the exterior boundary of a parcel except no wind generator can be located within 300 feet of a residential zoning district. The height of the mounting pole for a wind generator may not exceed 120 feet, except with approval by the City Council.
4. Fuel storage for standby generators.
5. Electric substations used to support business operations.
6. Exterior building security measures.
7. 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 8 feet or length of more than 35 feet, or ground or monument signs not exceeding 6 feet in height or 15 feet in length.

D. AREA REGULATIONS.

1. Lot area. The minimum area shall be 10 acres.
 2. Lot width. There shall be no minimum required lot width, except no lot may have a width less than 25% of its longest dimension.
 3. Yard width.
 - a. The minimum front yard depth shall be 50 feet.
 - b. The minimum rear yard depth shall be 50 feet.
 - c. The minimum side yard depth shall be 25 feet on all sides other than the front and rear.
 4. Building height. The maximum building height shall be 45 feet.
- (3) Section 165.08.02 is to be amended with adding the following language:

10. Any development in the BP-1 zoning district - No less than 1 parking space for each employee based on the maximum number of employees projected to be present at any time plus 20% rounded to the nearest whole number, except for less than 25 employees. The minimum number of parking stalls shall be 5 more than the maximum number of employees projected to be present at any time.

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 ____ day of _____, 2013, and approved this ____ day of _____, 2013.

ALAN ADAMS, MAYOR

ATTEST:

LIZ THOMPSON, CITY CLERK

City of Van Meter Planning and Zoning Commission
Minutes 2-20-2013

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- 3) Chairman Leckband noted typographical errors in the minutes from the January 23, 2013 meeting and asked for a motion to approve the minutes as revised. Moved by Kunkel supported by O'Brien. Passed unanimously.
- 4) City Engineer Bob Veenstra Jr. presented the future land use plan as the Commission revised it at the last meeting, and noted that the plan would be slightly amended to reflect the language of the Business Park Zoning classification the Commission would consider next. Chairman Leckband asked for a motion to approve the Future Land Use Plan as presented and forward it to the City Council with a recommendation for approval. Moved by O'Brien supported by Kunkel. Passed unanimously.
- 5) City Engineer Bob Veenstra Jr. presented language to the Commission which would create a Business Park Zoning district which supports the City's Site Certification Project and the needs of independent economic development prospects that have actually inquired. The Commission offered a few editorial changes. Chairman Leckband asked for a motion to approve the language as revised, forwarding it to the City Council with a recommendation for approval and a recommendation that all of the property within the City Limits south of F90 and East of R16 be rezoned from (A) Agricultural to (BP-1) Business Park-1. Moved by Kunkel supported by O'Brien. Passed unanimously.
- 6) Anderson and Veenstra updated the Commission on the City's Site Certification Project noting that the City Council has approved agreements for professional services with Veenstra and Kimm to complete the infrastructure planning in conjunction with making the site "shovel ready."
- 7) Moved by Kunkel supported by O'Brien to adjourn. Passed unanimously.

ATTEST: _____ Jesse Leckband, Chair
_____ Jake Anderson, City Administrator

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Support for: Agenda Item #9

-

Rezoning Ordinance

Submitted for:
Action

Recommendation:
Approval

Sample Motions:

I move to approve the first reading of the proposed ordinance amending the Van Meter Code of Ordinances by amending the zoning designation of all property located within the City limits of the City of Van Meter and south of County Road F90 and Ease of County Road R16 from Agricultural (A) to Business Park (BP-1).

I move to waive the second reading of the proposed ordinance.

I move to waive the third reading of the proposed ordinance.

I move to approve and adopt the proposed ordinance amending the Van Meter Code of Ordinances by amending the zoning designation of all property located within the City limits of the City of Van Meter and south of County Road F90 and Ease of County Road R16 from Agricultural (A) to Business Park (BP-1).

ORDINANCE NO. ____

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF VAN METER, IOWA, 2007, BY AMENDING ZONING DESIGNATION TO A SPECIFIC PROPERTY – ALL PROPERTY LOCATED WITHIN THE CITY LIMITS OF THE CITY OF VAN METER AND SOUTH OF COUNTY ROAD F90 AND EAST OF COUNTY ROAD R16

WHEREAS, the owner of property as fully described and set forth in the attached Exhibit “A” has requested a zoning change from “A District” to be zoned “BP-1 District”; and

WHEREAS, a Public Hearing was held on March 11, 2013 at 7:00 p.m. at the Van Meter City Hall, in accordance with the Code of Iowa; and

WHEREAS, the City Engineer advised that the properties’ current or anticipated use presents no inconsistencies or issues with the Zoning Ordinance and that the requested change in zoning designation should be granted; and

WHEREAS, the Official Zoning Map for the City of Van Meter, Iowa, will be amended per Chapter 165, Section 165.05 Boundaries of the Code of Ordinances and Chapter 165.09, Amendments to the Ordinance of the City of Van Meter, 2007;

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

SECTION 1: REZONING. The property as fully described and set forth in the attached Exhibit “A” will be rezoned from “A, Agricultural” to be zoned “BP-1, Business Park,” and the Official Zoning Map for the City of Van Meter, Iowa, will be amended.

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 11th day of March, 2013, and approved this 11th day of March, 2013.

ALLAN ADAMS, MAYOR

ATTEST:

JAKE ANDERSON, CITY ADMINISTRATOR

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EXHIBIT "A"

All that portion of the Southeast Quarter of Section 21, Township 78 North, Range 34 West, located within the City Limits of the City of Van Meter and South of County Road F90 and East of County Road R16.

City of Van Meter Planning and Zoning Commission
Minutes 2-20-2013

- 1) The Van Meter Planning and Zoning Commission met on February 20, 2013 at City Hall. Chairman Jesse Leckband called the meeting to order at 6:28P.M. Members present were: Kent Kunkel, Gayle O'Brien, and Christie Sullivan. Members Absent: Jermey Feldman and Garret Hulse and Ernie Hockenberry.

Also present was Bob Lacy, City Administrator Jake Anderson, and City Engineer Bob Veenstra Jr.

- 2) Chairman Leckband asked for a motion to approve the agenda. Moved by Kunkel supported by O'Brien. Passed unanimously.
- 3) Chairman Leckband noted typographical errors in the minutes from the January 23, 2013 meeting and asked for a motion to approve the minutes as revised. Moved by Kunkel supported by O'Brien. Passed unanimously.
- 4) City Engineer Bob Veenstra Jr. presented the future land use plan as the Commission revised it at the last meeting, and noted that the plan would be slightly amended to reflect the language of the Business Park Zoning classification the Commission would consider next. Chairman Leckband asked for a motion to approve the Future Land Use Plan as presented and forward it to the City Council with a recommendation for approval. Moved by O'Brien supported by Kunkel. Passed unanimously.
- 5) City Engineer Bob Veenstra Jr. presented language to the Commission which would create a Business Park Zoning district which supports the City's Site Certification Project and the needs of independent economic development prospects that have actually inquired. The Commission offered a few editorial changes. Chairman Leckband asked for a motion to approve the language as revised, forwarding it to the City Council with a recommendation for approval and a recommendation that all of the property within the City Limits south of F90 and East of R16 be rezoned from (A) Agricultural to (BP-1) Business Park-1. Moved by Kunkel supported by O'Brien. Passed unanimously.
- 6) Anderson and Veenstra updated the Commission on the City's Site Certification Project noting that the City Council has approved agreements for professional services with Veenstra and Kimm to complete the infrastructure planning in conjunction with making the site "shovel ready."
- 7) Moved by Kunkel supported by O'Brien to adjourn. Passed unanimously.

ATTEST: _____ Jesse Leckband, Chair
_____ Jake Anderson, City Administrator

Blank

Support for: Agenda Item #10 -

Ordinance Allowing the Council to Exercise the Necessary Discretion to Waive Water Connection Fees (Chapter 90) and Sewer Connection Charges (Chapters 96 and 100)

Submitted for:
Action

Recommendation:
Approval

Sample Motions:

I move to approve the first reading of the proposed ordinance amending the Van Meter Code of Ordinances by allowing the Council to exercise the necessary discretion to waive Water Connection Fees (Chapter 90) and Sewer Connection Charges (Chapters 96 and 100).

I move to waive the second reading of the proposed ordinance.

I move to waive the third reading of the proposed ordinance.

I move to approve and adopt the proposed ordinance amending the Van Meter Code of Ordinances by allowing the Council to exercise the necessary discretion to waive Water Connection Fees (Chapter 90) and Sewer Connection Charges (Chapters 96 and 100).

ORDINANCE NO. ____

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF VAN METER, IOWA, 2007, ALLOWING THE COUNCIL TO EXERCISE THE NECESSARY DISCRETION TO WAIVE WATER CONNECTION FEES (CHAPTER 90) AND SEWER CONNECTION CHARGES (CHAPTERS 96 AND 100).

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

WHEREAS, the City desires to have the discretion to waive water connection fees and sewer connection fees under the proper circumstances; and

WHEREAS, the Chapters concerning these fees are not entirely clear on this matter, so Council desires they be revised.

SECTION 1: PURPOSE. The purpose of this Ordinance is to amend the provisions of Chapters 90, concerning Water Connection Fees, and 96 and 100, concerning Sewer Connection Charges, to reflect the City's desire to have these sections reflect the authority to waive these fees upon the right circumstances.

SECTION 2: AMENDMENT. Chapters 90, 96 and 100, Sections 90.06, 96.02, and 100.5(2) shall be amended by adding the following clause under a new paragraph break:

The Council shall have the discretion to waive these fees by resolution under such circumstances as they deem to be in the City's interests.

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

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

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

Passed by the City Council of the City of Van Meter, Iowa, on this 11th day of March, 2013, and approved this 11th day of March, 2013.

ALLAN ADAMS, MAYOR

ATTEST:

JAKE ANDERSON, CITY ADMINISTRATOR

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Support for: Agenda Item #11 -

Resolution Waiving Building Permit Fees, Water Connection Fees, and
Sewer Connection Charges

Submitted for:
Action

Recommendation:
Approval

Sample Motions:

I move to approve and adopt the proposed resolution waiving building permit fees, water connection fees, and sewer connection charges for the first five permits issued in the City of Van Meter between April 1, 2013 and June 30, 2013.

Resolution # 2013-_____ “A Resolution Providing Financial Incentives for New Residential Construction”

Whereas, within the City of Van Meter there exists more than 100 lots properly zoned, available for sale, and ready for new construction, and

Whereas, in the Crestview Estates Subdivision, the developer is offering lots at a reasonable and affordable price, and

Whereas the City Council of the City of Van Meter wishes to augment the developer’s efforts and wants to incent development, and

Whereas new residential construction aligns with the City’s development goals, broadens the tax base, and promotes a more robust local economy, and

Whereas the City Council wishes to create housing options for new residents by enticing builders to speculate on home sales in Van Meter and more specifically Crestview Estates.

Therefore be it resolved that the City Council of the City of Van Meter, Iowa hereby waives building permit fees, water hook-up fees, and sewer hook-up fees for building permits authorizing new residential construction anywhere in the City for the first five (5) permits issued between the dates of April 1, 2013 and June 30, 2013.

Passed and Approved this 11th Day of March 2013.

_____ Mayor Allan Adams

ATTEST:

_____ Jake Anderson, City Administrator

Blank

Support for: Agenda Item #12 - Reports

Submitted for:
Information

Recommendation:

Sample Motions:



VAN METER POLICE DEPARTMENT

MONTHLY ACTIVITY REPORT

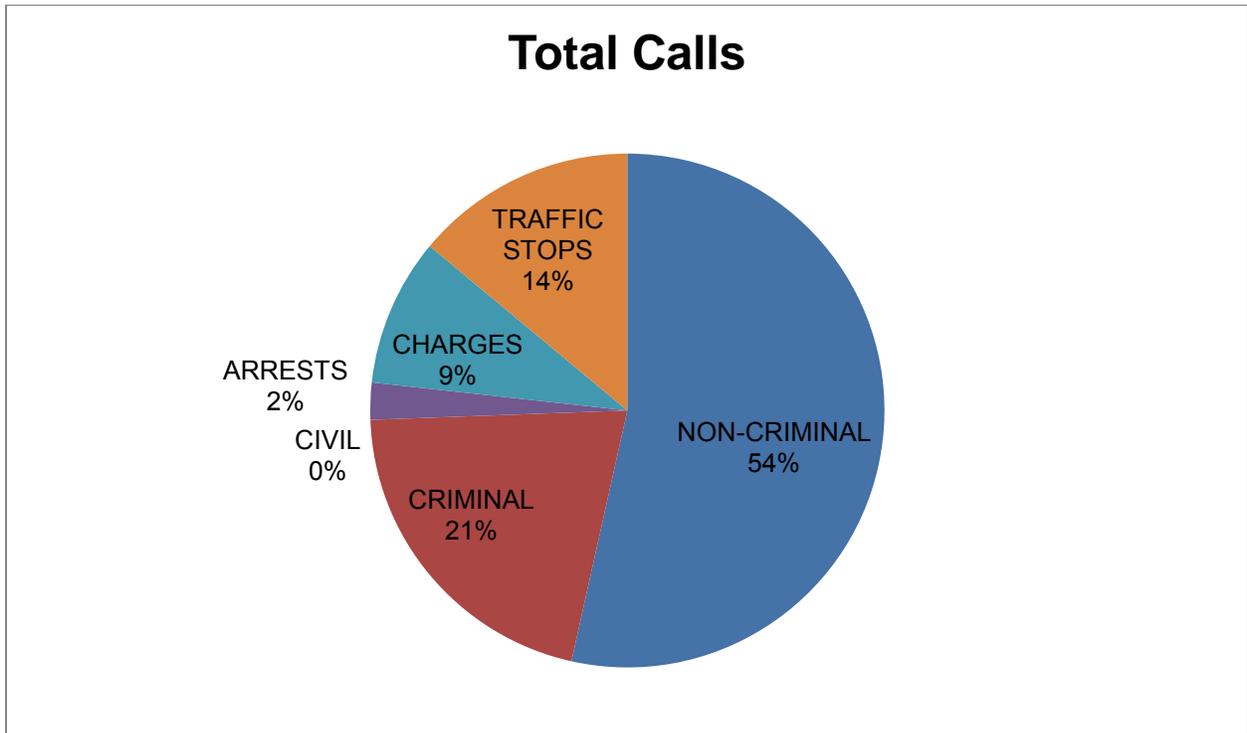
MONTH OF DECEMBER, 2012

MONTHLY CALLS FOR SERVICE

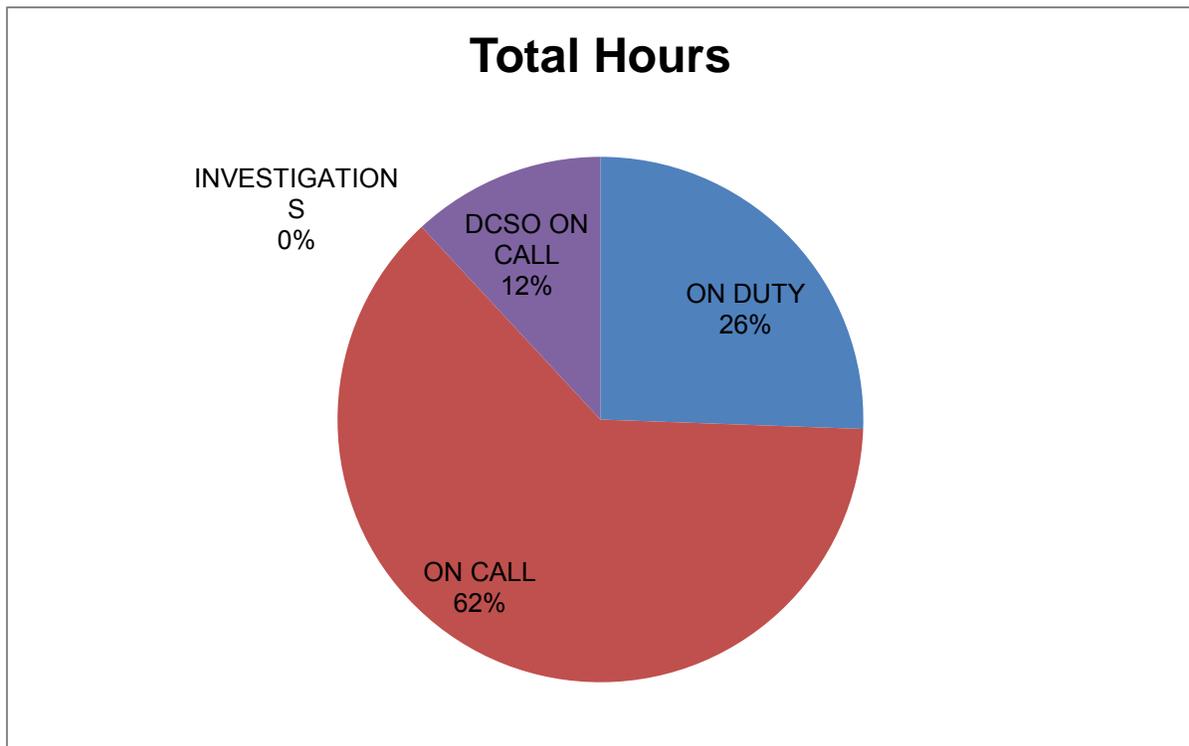
<u>CASE NUMBER</u>	<u>DATE</u>	<u>CALL TYPE</u>	<u>LOCATION</u>	<u>SYNOPSIS CALL FOR SERVICE</u>
2013-0030	2-1-13	ELDER ABUSE	616 PLEASANT	THE OWNER OF FAT RANDI'S CALLED CONCERNED ABOUT PHYLISS YOUNG I CONTACTED DHS TO FOLLOW UP
2013-0031	2-1-13	THEFT	VMCS	DENAE HERMAN REPORTED THE THEFT OF MONEY FROM HER WALLET AT THE VAN METER HIGH SCHOOL
2013-0032	2-1-13	THEFT	VMCS	MRS. MARTIN REPORTED THE THEFT OF HER WALLET AT THE VAN METER HIGH SCHOOL
2013-0033	2-1-13	WARRANT	FAT RANDI'S	DCSO ADVISED OF A WANTED SUBJECT RESIDING OVER THE BAR. UPON CHECKING HE NO LONGER LIVED THERE.
2013-0034	2-1-13	FIRE ALARM	2475 TRACY	DCSO DISPATCH REFERENCE AN ACTIVE ALARM. UPON ARRIVAL THE ALARM WAS OFF.
2013-0035	2-1-13	VEHICLE UNLOCK	VMCS	VMCS CALLED REFERENCE A VEHICLE UNLOCK. THE WAIVER WAS SIGNED AND VEHICLE UNLOCKED.
2013-0037	2-5-13	MEDICAL CALL	120 VAN BUREN	DCSO DISPATCH OF ELDERLY FEMALE POSSIBLE STROKE. FEMALE HAD THE FLU.
2013-0038	2-5-13	MOTORIST ASSIST	800 ELM STREET	VEHICLE LOST THE FRONT WHEEL. I STOODBY UNTIL THE WRECKER ARRIVED.
2013-0039	2-5-13	DISORDERLY CONDUCT	VMCS	MR. DURFLINGER CALLED REGARDING TWO STUDENTS WHO MOONED VEHICLES. HE WANTED INFORMATION REGARDING WHAT COULD HAPPEN TO THE STUDENTS IF CHARGED CRIMINALLY.
2013-0040	2-6-13	THEFT ARREST	VMCS	THE STUDENT RESPONSIBLE FOR THE THEFT OF DANAE HERMAN'S MONEY WAS IDENTIFIED AND ARRESTED
2013-0042	2-7-13	TRESPASS NOTICE	FAT RANDI'S	RANDI REQUESTED THAT PHYLLIS YOUNG BE TRESPASSED FROM THE PREMISE. SHE WAS TRESPASSED.
2013-0044	2-8-13	VEHICLE UNLOCK	PRAIRIE VILLAGE PK	RESIDENT REQUESTED I COME TO THE PARK AND UNLOCK A VEHICLE. WAIVER WAS SIGNED AND VEHICLE UNLOCKED
2013-0045	2-8-13	SUSPICIOUS ACTIVITY	VMCS	JERRY ANDERSON REQUESTED I CHECK THE BUSES AS A CHILD WAS ON THE BUS RADIOS. THE BUSES WERE EMPTY.
2013-0046	2-8-13	SUSPICIOUS ACTIVITY	2510 BROOKVIEW CT	MR. ROBERTS REPORTED A SMALL WHITE CAR OCCUPIED BY TWO SUBJECTS WAS DRIVING THE AREA. I WAS UTL ON THE VEHICLE.
2013-0047	2-10-13	OWI 1 st	MAIN ST.	DCSO DISPATCH OF A VEHICLE ALMOST STRIKING A HOME. DRIVER WAS ARRESTED FOR OWI AND JAILED
2013-0048	2-13-13	STALKING	115 2 ST	RESIDENT REPORTED HER EX-HUSBAND A MARINE ASSIGNED TO THE N.S.A. IS WATCHING ALL OF HER ELECTRONIC COMMUNICATIONS AND SCARING AWAY MALES SHE KNOWS. CHARGES FILED AND A REPORT FORWARDED TO THE F.B.I.
2013-0049	2-14-13	BUS VIOLATION	VMCS	JERRY ANDERSON FILED A BUS VIOLATION REPORT.
2013-0050	2-14-13	FUNERAL ESCORT	VET. CEMETARY	DCSO REQUEST ASSISTANCE WITH FUNERAL TRAFFIC. ASSISTANCE GIVEN.

2013-0051	2-14-13	MEDICAL CALL	VMCS	DCSO DISPATCH REFERENCE A FOURTH GRADER WITH AN IRREGULAR HEART BEAT. I ASSISTED DC AMBULANCE.
2013-0053	2-15-13	SUSPICIOUS ACTIVITY	200 BLK WILSON ST	DCSO REPORTED TWO MALES USING A HANGER TO GET INTO THEIR VEHICLE. THEY WERE GONE UPON ARRIVAL.
2013-0054	2-19-13	SUSPICIOUS ACTIVITY	100 HAZEL	THE METHODIST CHURCH FILED A COMPLAINT REFERENCE VEHICLES PARKING ON THE PARKING LOT.
2013-0055	2-20-13	ABANDONED VEHICLE	VMCS	REPORTED A TRAILER LEFT ON THE PARKING LOT. IT CHECKED TO ONE OF THE TEACHERS.
2013-0056	2-21-13	BUS VIOLATION	VMCS	JERRY ANDERSON FILED A BUS VIOLATION REPORT.
2013-0057	2-21-13	CIVIL ISSUE	616 PLEASANT	PHYLLIS YOUNG REPORTED A DISPUTE WITH HER NEIGHBOR JASON BENI
2013-0058	2-21-13	THEFT	VMCS	DEB HALE REPORTED THE THEFT OF HER SON'S IPHONE FROM THE SCHOOL. THE PHONE WAS RECOVERED.
2013-0059	2-21-13	PUBLIC ASSIST	100 HAZEL	A TRUCK LOST A WATER TANK IN THE ROAD. I STOODBY WHILE THEY EMPTIED IT AND LOADED IT.
2013-0061	2-23-13	MEDICAL CALL	520 PLEASANT ST.	DCSO DISPATCH REFERENCE AND ELDERLY FEMALE WITH COPD. I ASSISTED EMS AND SHE WAS TRANSPORTED.
2013-0062/63	2-25-13	SUSPICIOUS SUBJECT	2401 PINE CT	TERRI MCFARLAND REPORTED A MALE SUBJECT STAYING IN A FORECLOSED RESIDENCE. UPON CHECKING HE WAS A WORKER WORKING ON THE RESIDENCE.
2013-0064	2-26-13	THEFT	616 PLEASANT	PHYLLIS YOUNG REPORTED THE THEFT OF \$10,000.00 IN CASH. THIS IS UNDER INVESTIGATION
2013-0065	2-26-13	MOTORIST ASSIST	VMCS	JERRY ANDERSON ADVISED THAT A BUS WAS STUCK ON NAPA VALLEY DRIVE. I STOODBY TILL IT COULD BE PLOWED AROUND SO IT COULD MOVE.
2013-0066	2-27-13	PUBLIC ASSIST	R16/F90	BLACK ACURA IN THE DITCH. I CHECKED ON THE DRIVER AND HE HAD A TOW SERVICE COMING TO ASSIST.
2013-0067	2-28-13	911 HANGUP	VMCS	DCSO DISPATCH REFERENCE A 911 HANGUP FROM THE TRAILERS. UPON ARRIVAL TRAILERS WERE SECURE.
2013-0068	2-28-13	POSSIBLE METH LAB	2432 PINE CT	REALTOR REPORTING POSSIBLE EVIDENCE OF A METH LAB. UPON ARRIVAL THE ITEMS WERE NOT RELATED TO METH PRODUCTION.
2013-0069	2-28-13	CIVIL DISPUTE	220 ELM STREET	MS. THOMAS FILED A COMPLAINT ON MR. WHITE DRIVING ON HER SIDEWALK. HE WAS ISSUED A CEASE AND DESIST LETTER WITH A COPY OF THE CITY ORDINANCE RELATED TO VEHICLE OPERATION ON SIDEWALKS.

VAN METER POLICE DEPARTMENT GENERAL DUTY DIAGRAM



VAN METER POLICE DEPARTMENT HOURS WORKED DIAGRAM



ADMINISTRATIVE UPDATE

I have worked on the following issues during the month of December related to management of police operations:

1. I completed paper work to participate in the U.S. Government 1033 program. This program allows our municipality to obtain government property for reutilization including such things as vehicles, firearms, office equipment, etc. There is no cost to obtain the items except for the cost of traveling to there pickup location and bringing them back to the city.
2. I requested to begin the process of implementing a reserve officer program with Mayor Adams. Interviews of six candidates are being held on the 7th of this month. The candidates approved by a selection committee will be presented to you for approval along with some minor changes to the reserve portion of the departments operating guidelines. The cost for implementing the program is under \$250.00. This is for the cost of the badges for the officers.
3. I have obtained two bids for the purchase of the new patrol unit. The bids are from Stiver's Ford and Gabus Ford. The bids have been presented to the city administrator and will be forwarded when appropriate for approval to purchase the vehicle.

COMMUNITY POLICING UPDATE

The following strides have been made in the community related to community policing:

1. I continue to present through the newsletter a neighborhood watch program to the community. I have had excellent feedback and several residents have stepped forward to ask to be block captains. I will continue to foster this program with a goal of having National Night Out in August or September of this year. National Night Out will consist of block parties held throughout the city and I will be asking for your cooperation in attending the parties.
2. I presented Code 411 to the 5th grade class at Van Meter Elementary during the month of February. I taught 24 class room hours and spent approximately 100 hours preparing the program for presentation. Each of you will receive a Code 411 shirt during the council meeting. I appreciate your support and thank you for giving a great opportunity to interact with the children of our community on such a positive note.
3. Jerry Anderson and I met with the representative from the Boy Scouts of America regarding the explorer post. The idea has been presented by email to the other law enforcement leaders in the county and will be presented in person next Tuesday at the Dallas County Sheriffs and Chiefs Association meeting. It is my goal to have this program up and running by July of this year.

As always if you have any questions or concerns let me know. I invite each of you to come ride or spend time with me at the schools seeing how your police department works.

Respectfully Submitted,

William J. Daggett

William J. Daggett
Chief of Police