

DATE: 16 March 2020
TO: Citizens of Van Meter
FROM: Kyle Michel, City Administrator
RE: COVID-19 Novel Coronavirus Update

Dear Residents of Van Meter,

Due to COVID-19 being identified as community spread in Dallas County, all City of Van Meter facilities will be closed to the public indefinitely effective 4pm on March 16th, 2020. This decision was not made lightly but we must take the necessary steps to protect our staff and look out for the wellbeing of our residents. These closures will restrict public access to City Hall and the Van Meter Public Library until further notice. Additional information for those two facilities is below.

Essential City functions will still be carried out during this time and residents are being asked to remain patient with our Public Works and Public Safety staff as they carry out their duties. To help protect staff and to limit exposure, the following steps will be taken:

- Calls for service will be handled by phone when and where possible
- When response to a location is warranted, staff will remain outside and take information at a distance of no less than 6 feet
- Personal contact between staff and the public will be prohibited, the exclusion being Public Safety staff in the performance of their duties when necessary.
- Staff may request that you wear a mask during interactions and will provide a mask as necessary
- Staff may ask you questions about your out of country travel within the last 3 weeks and your interactions with those that may have traveled or been exposed to the Coronavirus
- Public Works staff will request that you remain 6 feet from them should they need to enter a home to install or maintain a water meter

City Hall Information:

City Hall will be closed to the public indefinitely starting March 16th, 2020 at 4pm. Utility payments should be dropped off in the payment drop box, paid online, or mailed. If you need assistance with any of these payment options, contact City Hall at info@vanmeteria.gov. No penalties for late payments will be assessed during the March billing cycle with an April 15th due date. Additionally, we will process no shut-offs for delinquent accounts as of the March 15th due date.

Building permits and inspections will still be carried out via the normal scheduling process. This is subject to change based on guidance pushed out by Veenstra & Kimm, the City's contracted building inspectors.

Any other general inquiries can be sent to info@vanmeteria.gov or you may call City Hall at 515-996-2644.

Van Meter Public Library Information from Kathleen Nubel, Library Director:

Due to recent recommendations from federal and state authorities, we have made the difficult decision to close the Van Meter Public Library indefinitely effective 4pm on March 16, 2020. Public computers will be unavailable effective immediately until the library reopens.

Due dates for all items will be extended to no less than one week after reopening. Please DO NOT return items to the outdoor book return.

Even though the library is closed, you'll still have access to great digital content through Bridges. To access e-books or e-audiobooks, download either the Libby app or Overdrive app on your device, or visit www.bridges.overdrive.com. To log in, use your library card number and phone number (digits only). Have questions? Need help? Contact us on Facebook or email library@vanmeteria.gov.

Park & Recreation Information:

All City of Van Meter recreational programming is suspended indefinitely. City parks will remain open to the public at this time but residents are encouraged to practice social distancing.

As a final note, please keep in mind that Coronavirus is now community spread in Iowa. You can no longer assume you will not be at risk due to not interacting with anyone that has traveled. Practice the safety measures recommended by the CDC, linked below. Should you have additional questions regarding COVID-19, please reach out to City Hall at info@vanmeteria.gov or the Dallas County Public Health Department at phn@dallascountyiowa.gov.

<https://www.cdc.gov/coronavirus/2019-ncov/prepare/index.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>

Thank you for your understanding and support through this unprecedented time in Van Meter.

Sincerely,

A handwritten signature in blue ink that reads "Kyle Michel". The signature is fluid and cursive, with the first name "Kyle" and the last name "Michel" clearly legible.

Kyle Michel, MPA
City Administrator
City of Van Meter
kmichel@vanmeteria.gov