

- 1) The Van Meter City Council met for a regular council meeting on Monday, February 8<sup>th</sup>, 2021 at the Veterans Reception Center, 910 Main Street. Mayor Allan Adams called the meeting to order at 7:00PM. The following council members were present upon roll call: Travis Brott, Adam Coyle, Joe Herman, Lyn Lyon, and Steve Meyer. Mayor Adams and Councilmember Coyle attended via conference call due to illness.

Staff present: City Attorney Gary Goudelock, City Administrator Kyle Michel, City Clerk Liz Thompson, Public Works Director Dave Herman, Police Chief Bill Daggett, and Library Director Kathleen Nubel.

- 2) Mayor Adams lead the Pledge of Allegiance.
- 3) Mayor Adams read a Civility Statement setting expectations of respect for the meeting.
- 4) Mayor Adams asked for a motion to approve the agenda. Meyer moved supported by Lyon to approve the agenda. On roll call the votes were as follows: Brott – YES; Herman – Yes; Lyon – YES; Coyle – YES; Meyer – YES
- 5) Citizen Hearing:
  - a. Owen Stump – 2518 Brookview Court, provided background information on the ownership interests for Brookview Court.
- 6) Mayor Adams reviewed the consent agenda. Mayor Adams asked for a motion to adopt the consent agenda which included the following:
  - a. Minutes of the 1-11-2021 City Council Meeting
  - b. Minutes of the 2-1-2021 City Council Work Session
  - c. February Claims list

**CLAIMS REPORT**

<b>VENDOR</b>	<b>REFERENCE</b>	<b>AMOUNT</b>
AFLAC	AFLAC PRETAX	164.92
AGSOURCE COOPERATIVE SERVICES	WA/SW TESTING	152.75
ALL AMERICAN TURF BEAUTY	CITY HALL YEARLY SERVICE	130.83
AMERICAN WATER WORKS ASSOC	MEMBERSHIP 04/1/21-3/31/22	90.00
ANDERSON SERVICE	REPAIR PUMP HOUSE HEAT	214.00
ARNOLD MOTOR SUPPLY	PW OIL & FILTER	28.38
AT&T MOBILITY	PD/FD PHONE SERVICE	240.88
BAKER & TAYLOR	LIBRARY MATERIALS	477.79
BLUE SOMBRERRO		3.00
BREEDING'S TRUE VALUE	FINANCE CHARGE	0.69
CARL OSTRANDER	BROOKVIEW LN SNOW REMOVAL	560.00
CENTURY LINK	PD/FD FAX LINE	34.01
DALLAS COUNTY NEWS	LEGAL PUBLICATIONS	246.21
DELTA DENTAL	EMPLOYEE DENTAL & VISION	383.52
DEMOSPHERE INTERNATIONAL INC	REC ONLINE PAYMENT	2.47
DEMOSPHERE INTERNATIONAL INC	REC ONLINE PAYMENT	150.00
EARLHAM SAVINGS BANK		25.00
EFTPS	FED/FICA TAX	4,215.64
EFTPS	FED/FICA TAX	3,427.09
ELAN CITY INC	SUBSCRIPTION MYCITYPOCKET	698.00
FIRE SERVICE TRAINING BUREAU	INSTR1 M BROWN	50.00
FORTE	WEB PROCESSING FEES	205.17
FORTE	POS PROCESSING FEES	9.32
GALLS LLC	PD UNIFOR R NGUYEN	304.97
HAWKEYE TRUCK EQUIPMENT	PW CUTTING EDGES SNOW BLADES	460.00
HEARTLAND COOP	WATER SHED LP	75.98
IOWA LAW ENFORCEMENT ACADEMY	ADMIN & EVAL MMPI R NGUYEN 2021 MEMBERSHIP	325.00
IMFOA	MICHEL/THOMPSO	100.00
IOWA LEAGUE OF CITIES	2021 MUNICIPAL PRO WINTER SESS	176.00
IOWA ONE CALL	EMAIL LOCATES	15.30

IOWA PRISON INDUSTRIES	10 X 2 POST SQ X 8	223.78
IPERS	PROTECT IPERS	2,488.86
IPERS	ROUNDING DIFFERENCES 2020	0.13
JAY OLSON	REC PROGRAMMING SERVICES	1,850.00
JOHNSON CONTROL	SERVICE CALL	1,030.42
JUNGMANN CORPORATION	STREET SAND	358.97
KONICA MINOLTA	QUARTERLY BILLING SERVICE CONT	223.23
KURRENT ELECTRIC	FD ELECTRICAL WORK	290.25
LAURA KUNKEL	CLEANING SERVICES	100.00
LOWE'S	FD/LIB CABLE & CITY HALL TOILE	286.84
MEDIACOM	INTERNET SERVICES	276.90
MIDAMERICAN ENERGY	GAS/ELEC	2,556.27
MIDAMERICAN ENERGY	GAS/ELEC	2,794.67
MMIT BUSINESS SOLUTIONS GROUP	COPIER CONTRACT PD/FD	470.41
OFFICE DEPOT	PD OFFICE SUPPLIES	164.41
OVERHEAD DOOR CO OF DM INC	FD REPAIR & LABOR GARAGE DOOR	240.35
CITY OF VAN METER PARKS & REC	CASH TO PAY LL UMPIRES	380.00
RANGEMASTERS TRAINING CTR	AMMO, QUALIFICATION, NITE FIRE	239.96
SAM'S CLUB MC/SYNCB	PUB WORKS BATTERY CHARGER	39.99
SHELLY JAMES	CITY HALL 11/20, 12/20, 1/21	270.00
SOUTHERN IA COUNCIL OF GOV	MEMBERSHIP FY 2022	2,255.52
STIVERS FORD	PD BATTERY & SEAT REPAIRS	915.56
SYNCB/AMAZON	LIB MATERIALS & PD ITEMS	158.82
THE HARTFORD	EMPLOYEE HEALTH & DISAB	220.49
TREAS - ST OF IA SALES TX	4TH QRT 2020 WET	1,366.00
TREAS - STATE OF IOWA W/H	STATE TAX	613.00
TREVIN JENSEN	SOCCER REF	25.00
UNITYPOINT CLINIC	RANDOM DRUG SCREEN FEES	81.00
US POSTMASTER	FEB UT BILLS/NEWSLETTERS	213.50
VC3 INC	IT N BOX	1,519.88
VEENSTRA & KIMM INC	BUILDING PERMIT FEES	3,220.00
VERIZON WIRELESS	PHONE CHARGES	666.03
W DES MOINES WATER WORKS	W METRO REG DRINKING WA STUDY	1,009.54
WASTE CONNECTIONS	GARBAGE CONTRACT	8,175.73
WELLMARK	EMPLOYEE HEALTH INS	6,252.75
WELLMARK	EMPLOYEE HEALTH INS	7,523.17
WELLS FARGO CC	IOWA FIRE DUES	1,258.96
WELLS FARGO CC	CREDIT CARD EXPENSES	1,805.42
WEX BANK	PD GAS	1,087.07
WHITFIELD & EDDY PLC	LEGAL SERVICES	1,848.50
<b>Accounts Payable Total</b>		<b>67,468.30</b>

d. January Financial Statements

FUND	RECEIVED	DISBURSED
GENERAL	80,195.17	64,482.90
PARK OPERATIONS	6,632.83	4,166.48
GAS/ELEC FRANCHISE FEE	12,097.76	0.00
ROAD USE TAX	11,753.66	9,260.06
EMPLOYEE BENEFITS	92.17	10,040.74
EMERGENCY FUND	11.15	0.00
LOCAL OPTION SALES TAX	18,079.41	0.00
LIBRARY TRUST FUND	0.00	5,043.19
DEBT SERVICE	116.31	0.00
WATER	29,403.97	19,412.02
SEWER	21,261.54	19,803.28
<b>*****REPORT TOTAL*****</b>	<b>179,643.97</b>	<b>132,208.67</b>

- e. Resolution 2021-06 Approving Participation Re. Southern Iowa Council of Governments
- f. Resolution 2021-07 Approving FY21 Public Works Truck Replacement Program
- g. Resolution 2021-08 Approving Library Building Fund Transfer

h. Resolution 2021-09 Setting Date for Public Hearing Re. Ordinance Amending Chapter 165 Zoning Regulations

Lyon moved, supported by Meyer to approve the Consent Agenda. On roll call the votes were as follows:  
Brott – YES; Lyon – YES; Herman – YES, Coyle – YES; Meyer – YES

7) Tax Abatement Applications:

a. Garage Addition – 728 Elm Street

Lyon moved, supported by Brott to approve the tax abatement applications. On roll call the votes were as follows: Brott – YES; Lyon – YES; Herman – YES, Coyle – YES; Meyer – NO

8) Presentation from the Central Iowa Water Trails

Overview presentation regarding the proposed governance structure for the Central Iowa Water Trails.

9) Public Hearing Fiscal Year 2022 Proposed Maximum Property Tax Dollars

Mayor Adams opened the hearing for public comment at 7:30 PM

Hearing no comments from the public, Mayor Adams closed the public hearing at 7:31 PM.

10) Resolution 2021-10 Approving FY2022 Maximum Property Tax Dollars

Meyer moved, supported by Brott to approve the resolution.

On roll call the votes were as follows: Brott – YES; Lyon – YES; Herman – YES; Coyle – YES; Meyer – YES

11) Resolution 2021-11 Setting Date for Public Hearing Re. Proposed FY2022 Budget

City Administrator Michel indicated that now that the Council had approved the maximum property tax dollars for FY2022, a public hearing could be set for the adoption of the proposed FY2022 budget.

Brott moved, supported by Lyon to set the date for a public hearing regarding the adoption of the Fiscal Year 2022 proposed for March 8<sup>th</sup>, 2021 during the regularly scheduled business meeting of the Van Meter City Council.

On roll call the votes were as follows: Brott – YES; Lyon – YES; Herman – YES; Coyle – YES; Meyer – YES

12) Brookview Area Pre-Annexation Agreement

Discussion ensued regarding the proposed draft pre-annexation agreement between the City and impacted unincorporated residents in the Brookview neighborhood area. Ben Clark – 2676 Brookview Lane was present to represent the Brookview Area residents. City Administrator Michel proposed that a work session with the unincorporated residents would be beneficial to finalize pre-annexation agreement language.

13) Public Hearing Ordinance 2021-06 Amending Chapter 92 Water Rates

Mayor Adams opened the public hearing at 7:44 PM.

Ben Clark – 2676 Brookview Lane was present to represent the unincorporated property owners, requesting that the Council consider the proposed ordinance to exempt the unincorporated Brookview area residents from the out-of-town water rate structure, indicating the progress made on the pre-annexation agreement and forthcoming annexation of the unincorporated properties.

Mayor Adams closed the public hearing at 7:46 PM

14) Action on Ordinance 2021-06 Amending Chapter 92 Water Rates

Discussion ensued regarding the proposed ordinance. Councilmember Coyle requested that if the Brookview Area annexation fails to move forward before the end of 2021 that Council revisit this matter to reenact the out-of-town rates for the impacted residents indicating that granting relief from the out-of-town rates was being considered due to good-faith efforts being made by the impacted residents and the City to move the annexation forward.

Herman moved, supported by Lyon to approve the first reading of Ordinance 2021-06.

On roll call the votes were as follows: Brott – NO; Lyon – YES; Herman – YES; Coyle – YES; Meyer – YES

Herman moved, supported by Lyon to approve the second reading of Ordinance 2021-06.

On roll call the votes were as follows: Brott – NO; Lyon – YES; Herman – YES; Coyle – YES; Meyer – YES

Herman moved, supported by Lyon to approve the third reading of Ordinance 2021-06.

On roll call the votes were as follows: Brott – NO; Lyon – YES; Herman – YES; Coyle – YES; Meyer – YES

Lyon moved, supported by Herman to adopt Ordinance 2021-06.

On roll call the votes were as follows: Brott – NO; Lyon – YES; Herman – YES; Coyle – YES; Meyer – YES

- 15) Action on Ordinance 2021-01 Amending Chapter 170 Subdivision Regulations Re. Park Dedication  
Meyer moved, supported by Herman to approve the third reading of Ordinance 2021-01  
On roll call the votes were as follows: Brott – YES; Lyon – YES; Herman – YES; Coyle – YES; Meyer – YES  
Lyon moved, supported by Meyer to adopt Ordinance 2021-01  
On roll call the votes were as follows: Brott – YES; Lyon – YES; Herman – YES; Coyle – YES; Meyer – YES
- 16) Action on Ordinance 2021-02 Adopting Chapter 173 Dedication of Parkland  
Meyer moved, supported by Brott to approve the third reading of Ordinance 2021-02  
On roll call the votes were as follows: Brott – YES; Lyon – YES; Herman – YES; Coyle – YES; Meyer – YES  
Coyle moved, supported by Meyer to adopt Ordinance 2021-02  
On roll call the votes were as follows: Brott – YES; Lyon – YES; Herman – YES; Coyle – YES; Meyer – YES
- 17) Action on Ordinance 2021-03 Adopting Chapter 101 Storm Water Management Utility  
City Administrator Michel indicated that the base rates for the Storm Water Management Utility rate structure would be set to \$0.00 until such time as Council wishes to amend the chapter by way of Ordinance to enact a rate structure. The primary purpose for adopting the management utility is to become eligible for storm water related funding mechanisms and to empower the Council to proactively address storm water management within the City of Van Meter.  
Coyle moved, supported by Herman to approve the first and final reading of Ordinance 2021-03  
On roll call the votes were as follows: Brott – YES; Lyon – YES; Herman – YES; Coyle – YES; Meyer – YES  
Herman moved, supported by Coyle to adopt Ordinance 2021-03  
On roll call the votes were as follows: Brott – YES; Lyon – YES; Herman – YES; Coyle – YES; Meyer – YES
- 18) Action on Ordinance 2021-04 Adopting Chapter 102 Stream Buffer Protection and Management  
Brott moved, supported by Herman to approve the third reading of Ordinance 2021-04  
On roll call the votes were as follows: Brott – YES; Lyon – YES; Herman – YES; Coyle – YES; Meyer – YES  
Brott moved, supported by Meyer to adopt Ordinance 2021-04  
On roll call the votes were as follows: Brott – YES; Lyon – YES; Herman – YES; Coyle – YES; Meyer – YES
- 19) Action on Ordinance 2021-05 Amending Chapter 70 Traffic Code Enforcement Procedures  
Brott moved, supported by Lyon to approve the third reading of Ordinance 2021-05  
On roll call the votes were as follows: Brott – YES; Lyon – YES; Herman – YES; Coyle – YES; Meyer – YES  
Coyle moved, supported by Meyer to adopt Ordinance 2021-05  
On roll call the votes were as follows: Brott – YES; Lyon – YES; Herman – YES; Coyle – YES; Meyer – YES
- 20) R16 Trail Engineer Agreement  
Park and Rec Coordinator Jay Olson provided an overview of work to date regarding a potential trail project along R16 to connect the southern portion of town to the northern portion of town. Olson requested that Council take action to approve an engineering agreement with Bolton & Menk to help the City establish a trail alignment and cost assumptions so that the City could pursue grant funding in Fiscal Year 2022.  
Lyon moved, supported by Meyer, to approve the agreement.  
On roll call the votes were as follows: Brott – YES; Lyon – YES; Herman – YES; Coyle – YES; Meyer – YES
- 21) Water Booster Station Engineering Agreement  
City Administrator Michel provided an overview of the scope of services proposed by City Engineer Bob Veenstra to update the designs of a booster station to be installed along R16 in Fiscal Year 2022.  
Meyer moved, supported by Coyle, to approve the agreement with Veenstra & Kimm.  
On roll call the votes were as follows: Brott – YES; Lyon – YES; Herman – YES; Coyle – YES; Meyer – YES
- 22) Building Inspection Services Request for Proposals  
City Administrator Michel provided an overview of discussions occurring during work session with regards to a request for proposals for building inspections services with the alternate bid for rental inspections.

Coyle moved, supported by Lyon, to direct the City Administrator to publish the request for proposals as submitted with proposals due to City Hall no later than close of business, March 31<sup>st</sup>, 2021.

On roll call the votes were as follows: Brott – YES; Lyon – YES; Herman – YES; Coyle – YES; Meyer – YES

23) HWY R16 Road Repairs

City Administrator Michel provided an overview of road repairs necessary on HWY R16 resulting from backfill settling associated with the Van Meter School pedestrian tunnel project. City Administrator Michel requested that Council give consideration to pursuing a more permanent repair to this section of street to avoid the cyclic maintenance that would be required over the next three to five years.

Discussion ensued regarding whether Van Meter Schools should contribute to repairing the street which sustained damage as a result of their pedestrian tunnel project.

Herman moved, supported by Meyer, to direct the City Administrator to discuss the issue with City Engineer Bob Veenstra and request a contract for designing and bidding out a repair to the identified section of HWY R16, reporting on the issue to Council at the March 8<sup>th</sup> regular business meeting of the City Council where further discussion would ensue.

On roll call the votes were as follows: Brott – YES; Lyon – NO; Herman – YES; Coyle – YES; Meyer – YES

24) Resolution 2021-12 Approving a Memorandum of Understanding with West Des Moines Water Works

City Administrator Michel provided an overview of the memorandum of understanding with West Des Moines Water Works, indicating that the City would be unable to move forward with proposed water capital projects north of the Raccoon River without approval of the memorandum of understanding.

Meyer moved, supported by Lyon, to approve the resolution.

On roll call the votes were as follows: Brott – YES; Lyon – YES; Herman – YES; Coyle – YES; Meyer – YES

25) Resolution 2021-13 Setting Date for a Public Hearing on Proposal to Enter into a General Obligation Water Improvement Loan Agreement and to Borrow Money Thereunder in a Principal Amount not to Exceed \$2,000,000.

City Administrator Michel provided an overview of the debt issuance process associated with the identified water improvement project scheduled for fiscal year 2022. The public hearing and subsequent action would be scheduled for the March 8<sup>th</sup> regular business meeting of the City Council. The hearing and subsequent action would provide Council with the legal authority to pursue debt issuances for the identified water improvement projects but issuing said debt would require additional hearings and actions of Council. The \$2,000,000 not to exceed amount provides sufficient coverage for the estimated \$1,500,000 worth of water improvement projects while leaving enough room to add to the project or account for construction bids coming in higher than estimates. Additionally, the hearing and subsequent action would enable Council to include the anticipated debt as part of the Fiscal Year 2022 budget, allowing the Council to collect debt service property tax revenues to apply towards the anticipated principal and interest payments in Fiscal Year 2022.

Coyle moved, supported by Herman, to approve the resolution, setting the public hearing date for March 8<sup>th</sup>, 2021 during the regularly scheduled business meeting of the City Council.

On roll call the votes were as follows: Brott – YES; Lyon – YES; Herman – YES; Coyle – YES; Meyer – YES

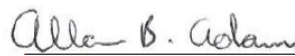
26) Reports

Park and Rec Coordinator Jay Olson reported that the Park and Rec Board was reviewing non-City rec field usage fees and would update the City website with the 2021 usage fee tables. Mr. Olson will continue to evaluate payment options and reservation systems to incorporate a system that would streamline the reservation and payment process for field usage. Priority would be given to City rec team practice and game scheduling which would be handled by Mr. Olson.

27) Adjournment

Lyon moved, supported by Herman, to adjourn the meeting. Motion carried unanimously.

Mayor Adams adjourned the meeting at 9:07 P.M.

 Allan B. Adams, Mayor

ATTEST



Liz Thompson, City Clerk