

Council Meetings

Van Meter United Methodist Church
100 Hazel St, Van Meter, IA 50261

Joe Herman, Mayor

Council Members

Travis Brott, Mayor Pro Tem

Joel Akers

Jarin Young

Jason Barney

Joe Lake

City Staff

Liz Faust, City Administrator

Travis Cooke, City Clerk

Drew McCombs, Public Works Director

Sam Chia, Parks & Rec Director

Jonatha Basye, Library Director

Michael Brown, Police Chief

Mark Schmitt, Fire Chief

John Fatino, Whitfield & Eddy, PLC

Randy Johnson, Veenstra & Kimm, Inc.

Posted: Friday, February 6, 2026

*NOTE: All public comments require that an individual sign in at the beginning of the meeting. **Comments will generally be limited to a maximum of three (3) minutes per person.** Under Iowa law, the City Council is prohibited from discussing or taking any action on an item not appearing on its posted agenda. Any issue raised by public comment under the Citizen Hearing will be referred to staff for a decision on whether it should be placed on a future agenda. All comments from the public, Council, and Staff shall address the presiding officer, and upon recognition by the presiding officer, shall be confined to the question under debate, avoiding all indecorous language and references to personalities and abiding by the following rules of civil debate. • We may disagree, but we will be respectful of one another. • All comments will be directed to the issue at hand. • Personal attacks will not be tolerated.*

Meeting Agenda:

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Introductions**
4. **Civility Statement**
5. **Approval of the Agenda**
6. **Citizen Hearing**
7. **Consent Agenda**
 - a. Minutes of January 12, 2026 City Council Regular Business Meeting
 - b. Minutes of January 8, 2026 Park Board Meeting
 - c. Minutes of January 22, 2026 Planning and Zoning Meeting
 - d. Minutes of January 26, 2026 City Council Workshop Meeting
 - e. January Claims List
 - f. December 2025 and January 2026 Financial Reports
 - g. January Building Permit Report
 - h. Resolution #2026-10 Appointment to Fire Department
8. **Discussion:** Jester Presentation
9. **Discussion and Consideration:** Resolution #2026-11 Setting a Public Hearing for Amending Chapter 165 - Zoning Regulations of the Van Meter City Code
10. **Discussion and Consideration:** Resolution #2026-12 Authorizing Transfer from Tax Increment Financing (TIF) Fund to Debt Service Fund for GO Series 2021 Bonds FY24
11. **Discussion and Consideration:** Resolution #2026-13 Approving the Disposal of Surplus Police Department Property
12. **Discussion and Consideration:** Resolution #2026-14 Adopting Unclaimed Property Policy
13. **Reports:**

a. City Administration	b. Public Works
c. Police	d. Fire
e. Library	f. Parks & Rec
g. City Engineer	h. City Attorney
14. **Adjournment**

Agenda Item #1

Call to Order

Mayor: *The time is 7:00pm on Monday, February 9, 2026.*

I hereby call this meeting of the Van Meter City Council to order.

Agenda Item #2

Pledge of Allegiance

Those Present Led by Mayor: ***"I pledge Allegiance to the Flag of the United States of America, and to the Republic for which it stands, on Nation under God, indivisible, with liberty and justice for all."***

Agenda Item #3

Introductions

City Council, City Staff and Guests will introduce themselves with their name and title/role.

Agenda Item #4

Civility Statement

Mayor: *Our organization is proud to participate in the Show Some Respect Initiative from the Iowa Civility Project. The goal of the Show Some Respect campaign is to improve respect and civility in our community. To help achieve this goal, our expectations are that everyone will:*

- *Listen attentively*
- *Respect the opinions of others*
- *Keep an open mind*
- *Give constructive feedback, comments, and suggestions*
- *Avoid personal attacks*
- *Remember the things we have in common*
- *Value the People, the Process, and the Results*

Agenda Item #5

Approval of the Agenda

Submitted for: **ACTION**

Recommendation: **APPROVAL**

Sample Language:

Mayor: *Are there any emergency additions to the agenda or other changes to the agenda?*

City Administrator or Clerk: _____

Mayor: *Do I hear a motion to approve the agenda?*

City Councilmember: _____ *So moved.*

City Councilmember: _____ *Second.*

Mayor: *Roll Call Please.*

City Clerk: Akers _____ Brott _____ Barney _____ Lake _____ Young _____

Mayor: *The agenda is adopted as presented.*

Agenda Item #6

Citizen Hearing

Sample Language:

Mayor: *At this time, I will recognize members of the public who have signed in and wish to address the City Council. Once given the floor, please state your full name. You will have a maximum of three (3) minutes to address the Council.*

Under Iowa law, the City Council is prohibited from discussing or taking any action on an item not appearing on its' posted agenda. Any issue raised by the public comment under Citizen Hearing will be referred to City Staff for a decision on whether or not it should be placed on a future agenda.

It is required that individuals addressing the City Council avoid all indecorous language, references to personalities and abide by these two simple rules of civil debate:

- *We may disagree, but we will be respectful of one another.*
- *Personal attacks will not be tolerated.*

Agenda Item #7

Consent Agenda

Submitted for: **ACTION**

Recommendation: **APPROVAL**

Sample Language:

Mayor: *Would staff please review the Consent Agenda?*

Mayor: *Does the City Council wish to discuss any item on the Consent Agenda separately? If not, I would entertain a motion to Adopt the Consent Agenda as presented.*

City Councilmember: _____ *So moved.*

City Councilmember: _____ *Second.*

Mayor: *Roll Call Please.*

City Clerk: Akers _____ Brott _____ Barney _____ Lake _____ Young _____

Mayor: *The Consent Agenda is adopted.*

- 1) The Van Meter City Council met for a regular council meeting on Monday, January 12, 2026 at the United Methodist Church located at 100 Hazel Street, Van Meter, IA 50261. Mayor Herman called the meeting to order at 7:00pm. The following council members were present upon roll call: Joel Akers, Travis Brott, Jason Barney, Jarin Young, and Joe Lake. Staff present: City Attorney John Fatino, Police Chief Mike Brown, Library Director Jonatha Basye, Public Works Director Drew McCombs, Parks and Recreation Director Sam Chia, City Clerk Travis Cooke, Justin Nickel, Bolton and Menk, City Administrator Liz Faust. Members of the public present: Al Suckow.
- 2) Mayor Herman led the Pledge of Allegiance.
- 3) Introductions were made.
- 4) Mayor Herman read a Civility Statement setting expectations of respect for the meeting.
- 5) Brott moved, supported by Ackers, to approve the agenda. On roll call the votes were as follows: Akers – YES; Barney – Yes, Brott – YES; Lake – YES; Young – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**
- 6) Citizen Hearing: Al Suckow, 112 East St. spoke in opposition to a code enforcement letter stating that golf carts need to be parked in an orderly manner.
- 7) Mayor Herman asked for a motion to adopt the consent agenda which included the following:

a. Minutes of December 8, 2025 City Council Regular Business Meeting

b. Minutes of December 4, 2025 Park Board Meeting

c. Minutes of December 22, 2025 Board of Adjustment Meeting

d. December Claims List

Vendor	Description	Amount
JONES CREEK APPAREL	WINTER APPAREL	1,430.00
STIVERS FORD	2024 F-150 OIL CHANGE	76.42
TAYESEN PARKER	FALL 25 SOCCER REF	35
VERIZON WIRELESS	PHONE/COMS CHARGES	669.14
WELLS FARGO CC	CC SEWER POSTAGE	1,365.16
WHITFIELD & EDDY PLC	MEETINGS	8,220.78
ADEL HARDWARE	SHOP SPLIT SEWER	86.28
AGSOURCE COOPERATIVE SER	SEWER TESTING	352.5
AMES TRENCHING & EXCAVATING	HYDRANT REPAIR	750
AT&T MOBILITY	PD CELL PHONES	283.14
BANNER FIRE EQUIPMENT	TRANSFER CASE SERVICE	274.17
BASE	MONTHLY CAFETERIA	30
BOLTON & MENK INC	PLANNING SERVICES	15,128.00
CASELLE LLC	CITY SOFTWARE CLERK	1,220.00
CHALLENGER TEAMWEAR	SOCCER REF GEAR	783.22
CONTINENTAL RESEARCH CORP	LOCAT SUPPLY WATER	1,515.48
CONTRACTOR SOLUTIONS	LIFT STATION PUMP RENTAL	2,124.00
CULLIGAN	LIB WATER	67.11
DANE BERNHARDT	FALL 25 SOCCER REF	154.51
DENMAN	AUDIT SEWER	13,000.00
DIXON ENGINEERING INC	TOWER INSPECTION	4,425.00
ELECTRONIC ENGINEERING	ANTENNA SUPPLIES	23.75
FENIX USA LLC	MONTHLY HOSTING WATER	328.75
FIRE SAFETY USA	PUMPER MOUNT BRACKETS	1,479.55
FIRE SERVICE TRAINING BUREAU	TESTING FOR CUNNINGHAM AND GRAEN	100
FREEDOM TIRE AND AUTO	SHOP SPLIT VEHICLES - SEWER	365.27
GREATER DALLAS CO - GDCDA	FY26 MEMBERSHIP DUES	7,500.00
HAWKEYE TRUCK EQUIPMENT	SNOW BLADE CUTTING EDGES	1,378.14
HEARTLAND BUSINSES SYSTEM	MONTHLY IT LIBRARY	10,677.00
INDUSTRIAL CHEM LABS	LIFT STATION DEGREASER	648.27
INTERSTATE ALL BATTERY CENTER	FD BATTERIES	11.7
INVISION	601 MAIN	38,353.75
IOWA CODE ENFORCEMENT	MONTHLY SERVICE FEE	600
IOWA DEPT OF PUBLIC SAFETY	QUARTERLY INVOICE	300
IOWA LAW ENFORCEMENT	MMPI	200
IOWA ONE CALL	UTILITY LOCATES SEWER	49.5
IOWA PUMP WORKS INC	SEWER PUMP REPAIR	687.65
IOWA RUSH	REC TEAM REGISTRATIONS	675
JMT TRUCKING	ROAD SAND	1,684.34
KONICA MINOLTA	COPIER MAINTENANCE GENERAL	35.8
LAURA WICKS	CLEANING 12/21 1/4	125
LOWE'S	SEWER SUPPLIES	413.37
MATHESON TRI GAS INC	OXYGEN	43.48
MEDIACOM	CITY HALL INTERNET SEWER SHARE	406.95
MIDAMERICAN ENERGY	GAS/ELECTRIC PARKS	3,927.29
MIDAMERICAN ENERGY RECPLEX	SOCCER FIELD RENTAL	574

MUNICIPAL SUPPLY INC	FLEXNET WATER	3,850.00
NYEMASTER GOODE, P.C.	ATTORNEY FEES	1,026.00
RADAR & LIDAR SHOP INC	RADAR RECERT	242
RD MCKINNEY PLUMBING	SERVICE LINE REPAIR	14,605.12
STAR EQUIPMENT LTD	CUTTING EDGE BOLTS	178.66
TRAVIS COOKE	MILEAGE	129.5
VEENSTRA & KIMM INC	MICROSOFT PUBLIC IMPROVEMENTS	25,669.30
VERIZON WIRELESS	PHONE/COMS CHARGES - STREETS	689.75
WASTE CONNECTIONS	GARBAGE CONTRACT	13,559.66
WASTE SOLUTIONS OF IA	KYBOS - MEMORIAL PARK	165.74
WAUKEE HARDWARE & RENT IT	PD DOOR KEY	3.98
GATEHOUSE MEDIA IA HOLDINGS	COUNCIL MINUTES	239.12
GATEHOUSE MEDIA IA HOLDINGS	FY2025 ANNUAL REPORT	171.28
MICHAEL BROWN	2025 FLEXIBLE SPENDING ACCOUNT	466.41
ELAN FINANCIAL - EBANK CC	DSM REGISTER	24
CITY OF VAN METER	LANDFILL CHARGE	92.46
WELLMARK	HEALTH INSURANCE SEWER	7,090.09
DELTA DENTAL	DENTAL & VISION LIBRARY	338.88
THE HARTFORD	HARFORD - PARKS	456.34
GATEHOUSE MEDIA IA HOLDINGS	FY2025 ANNUAL REPORT	171.28
MICHAEL BROWN	FSA REIMBURSEMENT	675
MICHAEL BROWN	2025 FLEXIBLE SPENDING ACCOUNT	63
WEX BANK	FUEL WATER	1,162.50
AMAZON CAPITAL SERVICES	STREET OPERATING SUPPLIES	1,018.08
AMAZON CAPITAL SERVICES	SEWER OFFICE SUPPLIES	916.15
Bancorp	FSA REIMBURSEMENT - CLERK	300
TREAS - ST OF IA SALES TX	WET TAX	1,572.13
TREAS - ST OF IA SALES TX	WET TAX	1,572.13
Claims Total		199,027.03

City of Van Meter December 2025 Payroll Report

12/5/2025

Payroll Deposit	\$37,774.95
Vendors	
AFLAC	\$106.03
FEDERAL	\$14,816.39
IPERS	\$4,746.28
STATE WD	\$1,516.81
Vendor Total	\$21,185.51

12/19/2025

Payroll Deposit	\$20,428.72
Vendors	
AFLAC	\$106.03
FEDERAL	\$7,540.78
IPERS	\$4,492.70
STATE WD	\$772.86
Vendor Total	\$12,912.37

- e. October and November Financial Reports
- f. December Building Permit Report
- g. Resolution #2026-1 Approving CY26 Council Meeting Schedule

Akers moved, supported by Barney, to approve the consent agenda. On roll call the votes were as follows: Akers – YES; Barney – Yes, Brott – YES; Lake – YES; Young – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**

- Akers moved, supported by Lake, to approve Resolution #2026-2 319 Van Buren Address Assignment. On roll call the votes were as follows: Akers – YES; Barney – Yes, Brott – YES; Lake – YES; Young – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**
- Young moved, supported by Barney to approve tax abatement for 29365 Hickory Lodge. On roll call the votes were as follows: Akers – YES; Barney – Yes, Brott – YES; Lake – YES; Young – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**
- Brott moved, supported by Akers to approve Resolution #2026-3 Awarding Contract for the Richland Road Trail Project. On roll call the votes were as follows: Akers – YES; Barney – Yes, Brott – YES; Lake – YES; Young – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**
- Akers moved, supported by Toung to approve Resolution #2026-4 Set Employee Wages CY26. On roll call the votes were as follows: Akers – YES; Barney – Yes, Brott – YES; Lake – YES; Young – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**
- Akers moved, supported by Brott to table Resolution #2026-5 Approving City Administrator’s Employee Contract to a future meeting. On roll call the votes were as follows: Akers – YES; Barney – Yes, Brott – YES; Lake – YES; Young – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**
- Young moved, supported by Akers to approve Resolution #2026-6 Approving the City Attorney Retainer Agreement with Whitfield & Eddy. On roll call the votes were as follows: Akers – YES; Barney – Yes, Brott – YES; Lake – YES; Young – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**

- 14) Brott moved, supported by Lake to approve Resolution #2026-7 Appointments to Council Committees and Board Liaisons for CY26. On roll call the votes were as follows: Akers – YES; Barney – Yes, Brott – YES; Lake – YES; Young – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**
- 15) **Staff Reports:** Presented as written in the packet.
- 16) **Adjournment.** Brott moved, supported by Young, to adjourn the meeting. On roll call the votes were as follows: Akers – YES; Barney – Yes, Brott – YES; Lake – YES; Young – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**. The meeting was adjourned at 7:42 pm.

Joe Herman, Mayor

ATTEST:

Travis Cooke, City Clerk

City of Van Meter, Iowa

Van Meter Parks & Recreation Board Meeting Minutes

Date: January 8, 2026

Location: City Hall

1. Call to Order

The meeting was called to order at 6:01

PM by Parks & Recreation Director Sam Chia.

Roll Call / Introductions

Members Present:

- Rhonda Baldwin, Board Member
- Janice Miller, Board Member
- Nate Weitel, Board Member
- Brooks Newton Board Member
- Sam Chia, Parks & Recreation Director

2. Mission Statement

- ✓ Mission statement read

3. Approval of Agenda

- ✓ Agenda approved by Brooks Newton – Second by Nate Weitel

4. Approval of Minutes (January 8, 2026)

- Members reviewed the minutes from the January 8, 2026 meeting.
- ✓ Minutes from January 8, 2026 approved by Lisa Benton – second by Janice Miller

5. Discussion: 2026 Parks & Recreation Calendar .

A draft 2026 planning calendar was presented (Excel spreadsheet format). The calendar serves as a yearly planning guide, including:

- ✓ Events
- ✓ Budget planning milestones
- ✓ Grant timelines
- ✓ Standing agenda items

Board members supported the framework and suggested ongoing refinement

- ✓ **Art in the Park:** dates will be coordinated with Library Director Jonatha prior to finalizing. Two Saturday' per month beginning in June
- ✓ **Easter Hunt: Saturday, April 4, 2026 – 10:00 am**
- ✓ **Home Alone Safety Camp for elementary VM Students: April date TBD**
- ✓ **Spring Clean-Up: May 2, 2026**
- ✓ **Plant Sale / Community Garage Sale: Saturday, May 9, 2026**
 - Confirmed continuation as the board's primary fundraiser.
 - Historical revenue ranges from \$2,000–\$10,000.
 - Sale remains tied to Mother's Day weekend.
- ✓ **Concert on the Corner:**
 - 2nd Sunday of June, July, August

- Goal is to secure performers earlier in the year (March timeframe).
- Suggested later concert start time (6–8 PM) due to heat.
- Discussion included the need for a permanent shaded structure at Memorial Park (pergola or pavilion)
- ✓ **. Yoga in the Park**
 - Every Saturday morning – Dates to be determined by board member Lisa Benton (not present to this meeting due to business travel)
- ✓ **. Raccoon River Days: Saturday, June 6, 2026**
 - Parks & Recreation sponsors Bags Tournament.
- ✓ **Trick or Treat: Saturday, Oct 31, 2026 6:00 – 8:00 pm**
 - Goal is to secure performers earlier in the year (March timeframe).
 - Suggested later concert start time (6–8 PM) due to heat.
- ✓ **. . Additional Events:**
 - Planned throughout the year. Goal is to host 12 events per year.

Notes

- Some events require major planning (concerts).
- Some are lighter lift (art in the park, trick-or-treat booth).
- Board is open to brainstorming new events.
- Fall community event concept discussed (e.g., Fall Fest):
- Musical chairs
- Pumpkin decorating / Mum and pumpkin sales
- Further discussion planned for a future meeting.

6: Discussion: 2026 Fundraising Opportunities for 2026

- Multiple grant sources identified, including Dallas County Foundation and others.
- Concern noted about multiple local groups competing for the same grants.

Budget Planning & Standing Agenda Items

Board agreed to align meetings with annual planning needs:

- August: Review prior-year successes, park walkthroughs
- September: Initial budget planning
- October: Draft budget request
- November: Finalize budget
- December: Formal request to City Council

7: Potential Microsoft Funded Projects

- Microsoft funding focus areas:
 - Community technology
 - Community empowerment
 - Environmental sustainability
- Board discussed potential park-related projects that may align:
 - Native plantings and pollinator habitats
 - Stormwater management / bioretention areas
 - Trail enhancements and connections
 - Fitness stations along trails
 - Improvements around the school detention pond
- Acknowledged that Microsoft may fund portions of projects, not entire builds.
- Trail safety concerns raised regarding the F90–school connection.

8: Friends of Van Meter Parks and Recreation

- Discussed the possibility of adding Van Meter Parks and Recreation to corporate donation sites where team members of their business could donate to VMP&R and their company would match the donation. Tabled this topic for future discussion.

9: Spring Sport Update

- Iowa Sports Turf has been commissioned to seed and aerate the soccer fields this spring.
- With that, we will be shutting down the U12 field and the two U6 fields to the far west for practices. Will keep them open for games.
- Plan to raise the fees for 4th graders on up in hopes of using those extra funds to rent additional space for them.
- Looking at Casper Terrace which is 11B field.
- Convert the field at the Legion into a multi-use space.

Adjournment - Meeting adjourned at 7:34 PM.

Notes prepared by Rhonda Baldwin

City of Van Meter, Iowa

Planning & Zoning Commission Meeting, Thursday, January 22, 2026

- 1) The Van Meter Planning & Zoning Commission met on Thursday, January 22, 2026 for a regularly scheduled meeting. Chairperson Wahlert called the meeting to order at 5:01 pm. Commissioners Wahlert, Cerven, Coyle, Feldman, Hulse, and Miller were present. Commissioners Feldman and Coyle were absent. City Clerk Travis Cooke was also in attendance.
- 2) Hulse moved, supported by Miller to approve the agenda. Motion passed unanimously.
- 3) Miller moved, supported by Cerven, to approve the minutes from the Planning & Zoning Meeting held on December 1, 2025. Motion passed unanimously.
- 4) Cerven moved, supported by Cook, to approve the proposed zoning amendment relating to Accessory Dwelling Units. Motion passed unanimously.
- 5) Cook moved, supported by Cerven, to approve the proposed zoning amendment relating to Variance Criteria. Motion passed unanimously.
- 6) Cerven moved, supported by Miller, to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 5:04 pm.

- 1) The Van Meter City Council met for a workshop on Monday, January 26, 2026, at the Van Meter United Methodist Church located at 100 Hazel Street, Van Meter, IA 50261. Mayor Herman called the meeting to order at 6:16pm. The following council members were present upon roll call: Travis Brott, Joe Lake, Jason Barney and Jarin Young. Councilman Joel Akers arrived at 6:44pm.
- Staff present: Library Director Jonatha Basye, Fire Chief Mark Schmitt, Police Chief Michael Brown, City Engineer Randy Johnson, City Administrator Liz Faust, and Deputy Clerk Larain Climer.
- 2) Brott moved, supported by Barney, to approve the agenda. On roll call, the votes were as follows: Akers – ABSENT; Brott – YES; Barney – YES; Lake – YES; Young – YES. **YES (4) NO (0) ABSTAIN (0) ABSENT (1)**
- 3) Brott moved, supported by Young, to adopt Resolution #2026-8 Approving Balance Transfers FY25 Proposed Audit Journal Entries. On roll call, the votes were as follows: Akers – ABSENT; Brott – YES; Barney – YES; Lake – YES; Young - YES. **YES (4) NO (0) ABSTAIN (0) ABSENT (1)**
- 4) City Administrator Faust led a discussion regarding the proposed FY27 Budget including a brief description of the proposed timeline, insurance rates, and future discussions regarding property taxes. Department heads reviewed their proposed FY27 budgets with council. City Engineer Johnson reviewed capital improvement projects over the next four fiscal years, available funding, and the need for such projects.
- 5) Barney moved, supported by Young, to adopt Resolution #2026-9 Approving Employment Agreement for City Administrator. The agreement established a two-year term. Council noted that sick time should be paid out over the course of the two-year contract, or upon termination and/or separation. On roll call, the votes were as follows: Akers – YES; Brott – YES; Barney – YES; Lake – YES; Young - YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**
- 5) Brott moved, supported by Young, to adjourn. On roll call the votes were as follows Akers – YES; Brott – YES; Barney – YES; Lake – YES; Young - YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)** Mayor Herman adjourned the meeting at 8:30pm.

Joe Herman, Mayor

Deputy Clerk, Larain Climer

VENDOR	Description	Amount
EARLHAM SAVINGS BANK	ACH FEES	25.00
JESTER INSURANCE SERVICE	2026 FIRE TRUCK	10.00
WELLS FARGO CC	SEWER OFFICE SUPPLIES	1661.51
US POSTMASTER	UB Postage Deposit -FebMarApr	750.00
ACCO	CHLORINE	448.00
AGSOURCE COOPERATIVE SERVICES	DW TESTING	44.00
AMERICAN WATER WORKS ASSOC	MEBERSHIP DUES	421.00
ARNOLD MOTOR SUPPLY	WATER SUPPLIES	30.94
AT&T MOBILITY	PD CELL PHONES	265.99
BASE	MONTHLY CAFETERIA	30.00
BOLTON & MENK INC	VM/RICHLAND RD TRAIL PROJECT	30472.37
CASELLE LLC	CITY SOFTWARE CLERK	51592.50
CONTRACTOR SOLUTIONS	LIFT STATION PUMP RENTAL	1062.00
CULLIGAN	WATER CITY HALL STREETS	61.21
DALLAS CO AUDITOR	CITY/SCHOOL ELECTION 11/23	861.12
FIRE SERVICE TRAINING BUREAU	DAVIS 2 DAY REG FEE	150.00
FIRST RESPONDER SUPPLY	UNIFORMS	2413.64
HEARTLAND BUSINESSES SYSTEM	IT	9494.37
HEARTLAND COOP	SHOP SPLIT SEWER	1362.72
HYVEE	SCHWAB ACADEMY MEALS	2865.00
INTERSTATE ALL BATTERY CENTER	BATTERIES	1097.16
INVISION	601 MAIN	26062.50
IOWA CODE ENFORCEMENT	MONTHLY SERVICE FEE	600.00
IOWA CONCRETE CUTTING INC	DIESEL SLAB SAW	500.00
IOWA ONE CALL	UTILITY LOCATES	89.20
IOWA SOCCER ASSOCIATION	24/25 REGISTRATION FEES	6832.00
KONICA MINOLTA	COPIER CONTRACT	195.65
LAURA WICKS	CLEANING 1/18 2/1	50.00
MATHESON TRI GAS INC	OXYGEN	43.48
MEDIACOM	INTERNET	566.95
MOLLY SIMECK	REC CERT - SOCCER	64.51
MUNICIPAL SUPPLY INC	VALVE BOX RISERS	254.00
NEXT METERS	WATER METERS	8632.32
RD MCKINNEY PLUMBING	SERVICE LINE REPAIR	2900.00
SIMMERING-CORY INC	LC 25 CODE CHANGES	243.00
SMITH'S SEWER SERV. INC	601 MAIN LINE INSPECTION	1009.50
STIVERS FORD	2024 F-150 OIL CHANGE	69.00
THORPE WATER DEV CO	MONTHLY AFFIDAVIT CHARGE	800.00
VEENSTRA & KIMM INC	ENGINEERING	18596.20
WASTE CONNECTIONS	GARBAGE CONTRACT	13549.96
WHITFIELD & EDDY PLC	GENERAL MATTERS	3029.50
WILL NIXON	REF COURSE REIMBURSEMENT	64.51
GATEHOUSE MEDIA IA HOLDINGS	PH NOTICE ZONING	30.48

GATEHOUSE MEDIA IA HOLDINGS	COUNCIL MINUTES	52.24
GATEHOUSE MEDIA IA HOLDINGS	MINUTES	167.44
THE HARTFORD	EMPLOYEE BENEFITS	456.34
TREAS - ST OF IA SALES TX	WET TAX	1820.59
TREAS - ST OF IA SALES TX	SALES TAX	3692.93
WEX BANK	FUEL	1454.00
WELLMARK	HEALTH INSURANCE	9317.83
TREAS - ST OF IA SALES TX	UNCLAIMED FUNDS	1516.64
EARLHAM SAVINGS BANK	ACH FEES	25.00
AMAZON CAPITAL SERVICES	SUPPLIES PD FD LIBRARY CLERK WATER	2016.29
ELAN FINANCIAL - EBANK CC	DSM REGISTER PD TRAINING	569.59
TOTAL:		210390.18

City of Van Meter January 2026 Payroll Report

1/2/2026

Payroll Deposit	\$	21,051.05
Vendors		
AFLAC	\$	106.03
FEDERAL	\$	7,724.17
IPERS	\$	4,599.39
STATE WD	\$	799.21
Vendor Total	\$	13,228.80

1/16/2026

Payroll Deposit	\$	33,023.88
Vendors		
AFLAC	\$	106.03
FEDERAL	\$	10,406.75
IPERS	\$	5,263.78
STATE WD	\$	907.16
Vendor Total	\$	16,683.72

1/30/2026

Payroll Deposit	\$	22,451.13
Vendors		
FEDERAL	\$	8,335.31
IPERS	\$	4,896.86
STATE WD	\$	799.21
Vendor Total	\$	14,031.38

Report Criteria:
Including transaction count

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE)						
12/31/2025	1	IPAIT INTEREST/DIVIDEND	001-950-4300	INTEREST	624.69	
12/31/2025	2	IPAIT INTEREST/DIVIDEND	001-000-1150	IPAIT - GENERAL	.00	624.69-
12/31/2025	3	IPAIT INTEREST/DIVIDEND	125-000-1150	IPAIT	208.22	
12/31/2025	4	IPAIT INTEREST/DIVIDEND	125-950-4300	INTEREST	.00	208.22-
Total JOURNAL ENTRIES (JE):					832.91	832.91-
References : 4 Transactions : 4						
Total 01/02/2025:					832.91	832.91-
Grand Totals:					832.91	832.91-

Liz Jant 1/30/26



City of Van Meter

PTMA Financial Solutions
2135 CityGate Lane
7th Floor
Naperville, IL 60563
Phone: 630-657-6400
Fax: 630-718-8701

Monthly Activity Summary

12/1/2025 - 12/31/2025

Class	Account	Beginning Balance	Contributions	Dividends	Withdrawals	Month End Balance
Diversified	IA02-39010-0106 General	\$273,826.61	\$0.00	\$832.91	\$0.00	\$274,659.52
Diversified	IA02-39010-0107 LOST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Diversified	IA02-39010-0201 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$273,826.61	\$0.00	\$832.91	\$0.00	\$274,659.52



IPAIT Monthly Statement

City of Van Meter

Please Note:
THE FUND WILL BE CLOSED JANUARY 19TH IN OBSERVANCE OF
THE MARTIN LUTHER KING, JR. HOLIDAY

Activity Summary (IA02-39010-0106) General

12/1/2025 - 12/31/2025

Investment Pool Summary		Diversified
Beginning Market Balance		\$273,826.61
Dividends		\$832.91
Purchases		\$0.00
Redemptions		\$0.00
Ending Market Balance		\$274,659.52
Average Monthly Rate		3.581%
NAV / Share Price		1.000
Total		\$274,659.52

Total Fixed Income \$0.00

Account Total \$274,659.52

City of Van Meter
505 Grant Street
P.O. Box 160
Van Meter, IA 50261-0160



PTMA Financial Solutions
2135 CityGate Lane, 7th Floor
Naperville, IL 60563

Your Representative(s)

Megan Foster
(630) 657-6531
megan.foster@ptma.com

Caleb Walter
(515) 554-1555
caleb.walter@ptma.com

Representatives are associated with PTMA Securities, LLC



IPAIT Monthly Statement

City of Van Meter

Transaction Activity (IA02-39010-0106) General

Diversified 12/1/2025 - 12/31/2025

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	NAV / Share Price	Shares this Transaction
	12/31/2025	12/31/2025	Total Dividend Reinvestment	\$0.00	\$832.91	\$1.000	832.910
				\$0.00	\$832.91		832.910

Beginning Market Value: \$273,826.61 | Ending Market Value: \$274,659.52



IPAIT Monthly Statement

City of Van Meter

Current Portfolio

12/31/2025

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV / Share Price	Face/Par	Market Value
Diversified				12/31/2025		Diversified Account Balance	\$274,659.52	3.581%	\$1.000	\$274,659.52	\$274,659.52
							\$274,659.52			\$274,659.52	\$274,659.52

Time and Dollar Weighted Average Portfolio Yield: n/a

Weighted Average Portfolio Maturity: n/a

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments.

Portfolio Summary

Type	Allocation (%)	Allocation (\$)	Description
Diversified	100.000%	\$274,659.52	Diversified Account

Index

Cost is comprised of the total amount you paid for the investment (including any fees and commissions) plus any reinvested dividends.

Rate is the average monthly yield for pool investments or the rate on the last business day of the month for SDA investments or the yield to maturity or yield to worst for fixed term investments.

Face/Par is the amount received at maturity for fixed rate investments or the balance at statement date for pool investments.

Market Value reflects the market value as reported by an independent third-party pricing service. Certificates of Deposit and other assets for which market pricing is not readily available from a third-party pricing service are listed at "Cost" for fixed term investments or the balance at statement date for pool investments.

IPAIT MONTHLY STATEMENT DISCLAIMER

PMA Financial Network, LLC ("PMA") serves as the Administrator for IPAIT.

This statement lists your transactions in IPAIT during the applicable month. The Average Rate represents the average net interest rate over the previous month which is then annualized. The Portfolio Units of IPAIT are managed to maintain a stable \$1.0 share price but there is no guarantee that they will do so. Information regarding IPAIT and its investment objectives, risks, charges, expenses and other matters can be found in the IPAIT Information Statement, which can be obtained at www.IPAIT.org or by calling PMA at 800-872-0140.

Fixed Rate Account Investment Activity

This section shows all of the fixed income investment transactions, including the investments purchased and sold, maturities, interest received, and activity. This includes Certificates of Deposit, Rolling Fixed Rate Investments, and securities purchased through PMA Financial Network, LLC or PMA Securities, LLC.

PLEASE ADVISE PMA IMMEDIATELY OF ANY DISCREPANCIES ON YOUR STATEMENT.

FOR A CHANGE OF ADDRESS OR OTHER INFORMATION RELATING TO YOUR IPAIT ACCOUNT: PLEASE COMPLETE THE APPLICABLE FORM LOCATED ON THE USER LOGIN SITE. OR CONTACT PMA AT THE NUMBER LISTED BELOW.

Although market value and other information contained in this Statement have been obtained from third-party sources believed to be reliable, PMA Financial Network, LLC cannot guarantee the accuracy or completeness of such information.

The performance data featured represents past performance, which is no guarantee of future results. Investment returns will fluctuate. Current performance may be higher or lower than the performance data quoted. Please call PMA for the most recent performance figures.

Report Criteria:
Including transaction count

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE)						
01/31/2026	1	IPAIT INTEREST/DIVIDEND	001-950-4300	INTEREST	609.66	
01/31/2026	2	IPAIT INTEREST/DIVIDEND	001-000-1150	IPAIT - GENERAL	.00	609.66-
01/31/2026	3	IPAIT INTEREST/DIVIDEND	125-000-1150	IPAIT	203.22	
01/31/2026	4	IPAIT INTEREST/DIVIDEND	125-950-4300	INTEREST	.00	203.22-
Total JOURNAL ENTRIES (JE):					812.88	812.88-

References: 4 Transactions: 4

Total 126:	812.88	812.88-
Grand Totals:	812.88	812.88-

Liz Faust
2/6/26



IPAIT Monthly Statement
City of Van Meter

Please Note:
THE FUND WILL BE CLOSED FEBRUARY 16TH IN OBSERVANCE OF
THE PRESIDENTS' DAY HOLIDAY

Activity Summary (IA02-39010-0106) General

1/1/2026 - 1/31/2026

Investment Pool Summary	
Beginning Market Balance	Diversified
Dividends	\$274,659.52
Purchases	\$812.88
Redemptions	\$0.00
Ending Market Balance	\$275,472.40
Average Monthly Rate	3.485%
NAV / Share Price	1.000
Total	\$275,472.40
Total Fixed Income	\$0.00
Account Total	\$275,472.40

Your Representative(s)

Megan Foster
(630) 657-6531
megan.foster@ptma.com

Caleb Walter
(515) 554-1555
caleb.walter@ptma.com

Representatives are associated with PMA Securities, LLC

City of Van Meter
505 Grant Street
P.O. Box 160
Van Meter, IA 50261-0160



PTMA Financial Solutions
2135 CityGate Lane, 7th Floor
Naperville, IL 60563



IPAIT Monthly Statement
City of Van Meter

Transaction Activity (IA02-39010-0106) General

Diversified 1/1/2026 - 1/31/2026

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	NAV / Share Price	Shares this Transaction
	01/31/2026	01/31/2026	Total Dividend Reinvestment	\$0.00	\$812.88	\$1.000	812.880
				\$0.00	\$812.88		812.880

Beginning Market Value: \$274,659.52 | Ending Market Value: \$275,472.40



IPAIT Monthly Statement

City of Van Meter

Current Portfolio

1/31/2026

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV / Share Price	Face/Par/Shares	Market Value
Diversified				01/31/2026		Diversified Account Balance	\$275,472.40	3.485%	\$1.000	275,472.400	\$275,472.40
							\$275,472.40			275,472.400	\$275,472.40

Time and Dollar Weighted Average Portfolio Yield: n/a

Weighted Average Portfolio Maturity: n/a

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments.

Portfolio Summary

Type	Allocation (%)	Allocation (\$)	Description
Diversified	100.000%	\$275,472.40	Diversified Account

Index

Cost is comprised of the total amount you paid for the investment (including any fees and commissions) plus any reinvested dividends.

Rate is the average monthly yield for pool investments or the rate on the last business day of the month for SDA investments or the yield to maturity or yield to worst for fixed term investments.

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City of Van Meter

PTMA Financial Solutions
2135 CityGate Lane
7th Floor
Naperville, IL 60563
Phone: 630-657-6400
Fax: 630-718-8701

Monthly Activity Summary

1/1/2026 - 1/31/2026

Class	Account	Beginning Balance	Contributions	Dividends	Withdrawals	Month End Balance
Diversified	IA02-39010-0106 General	\$274,659.52	\$0.00	\$812.88	\$0.00	\$275,472.40
Diversified	IA02-39010-0107 LOST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Diversified	IA02-39010-0201 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$274,659.52	\$0.00	\$812.88	\$0.00	\$275,472.40

City of Van Meter Building Permits

	Single Family New Construction	Single Family Improvement s	Multi-Family New Construction	Multi-Family Improvement s	Commercial New Construction	Commercial Improvements
# of Issued Permits	1	3	0	0	0	0
Valuation	\$ 564,027.00	\$ 14,987.00	\$ -	\$ -	\$ -	\$ -

Resolution 2026- 10

"A Resolution Appointing Members to the Van Meter Volunteer Fire Department"

Whereas, the Code of the City of Van Meter, Iowa Chapter 35 requires that all members of the Van Meter Volunteer Fire Department be appointed by the Council, and

Whereas, the Fire Chief desires to appoint members to the Van Meter Fire Department per Van Meter Municipal Code Chapter 35, now

Therefore, be it resolved by the Van Meter City Council that the following members be appointed member of the Van Meter Fire Department:

Cole Kleinwolterink

Passed and approved this 9th day of February, 2026

Joe Herman, Mayor

ATTEST:

Travis Cooke, City Clerk

Agenda Item #8

Jester Presentation

Submitted for: Discussion

SUMMARY

Jester requested to attend the February council meeting to present the city a check.

IAMU Safety Group Insurance Program Dividend

From Heith Hockenberry <hhockenberry@jesterinsurance.com>

Date Mon 1/12/2026 12:57 PM

To Elizabeth (Liz) Faust <lfaust@vanmeteria.gov>; Travis Cooke <tcooke@vanmeteria.gov>

Cc Emilee Cook <ecook@jesterinsurance.com>

Happy Monday Liz and Travis,

I am happy to inform you that the city of Van Meter's portion of the IAMU safety group insurance program dividend for the 2024-25 program policy term is **\$10,086.15**. This was the second largest dividend returned to members in the 46-year history of the program! Only bested by the dividend returned to program members in 2025. I would like to present the dividend check to the city at an upcoming city council meeting. Would I be able to do so at the 2/9/26 council meeting?

Heith Hockenberry, AU, CIC

Account Executive

Direct (515) 350-7666

Office (515) 243-2707

Cell (515) 802-4016

www.jesterinsurance.com



For your protection, coverage cannot be bound or changed via voice mail, email, fax, or online via the agency's website, and is not effective until confirmed by a licensed agent from our office.

Agenda Item #9

A RESOLUTION SETTING A PUBLIC HEARING ON PROPOSED AMENDMENTS TO CHAPTER 165 – ZONING REGULATIONS

Submitted for: Discussion and Consideration

SUMMARY

The City Council is considering two proposed amendments to Chapter 165 – Zoning Regulations of the Van Meter Code of Ordinances. The proposed amendments include updates related to accessory dwelling units and revisions to variance criteria and procedures for the Board of Adjustment, intended to bring the City's zoning regulations into compliance with recent changes to Iowa law. In accordance with Chapter 165 and applicable state law, a public hearing must be held prior to Council action on the proposed amendments.

Recommendation: Approval of Setting a Public Hearing on Proposed Amendments to Chapter 165 – Zoning Regulations.

Sample Motion: *Motion to approve Resolution #2026-11 Setting a Public Hearing on Proposed Amendments to Chapter 165 – Zoning Regulations*

City Councilmember: _____ So moved.

City Councilmember: _____ Second.

Mayor: *Roll Call Please.*

City Clerk: Akers _____ Brott _____ Barney _____ Lake _____ Young _____

RESOLUTION NO. 2026-11

**A RESOLUTION SETTING A PUBLIC HEARING ON PROPOSED AMENDMENTS TO
CHAPTER 165 – ZONING REGULATIONS**

WHEREAS,

1. The City Council of the City of Van Meter, Iowa, has received proposed amendments to Chapter 165 – Zoning Regulations of the City Code of Ordinances;
2. The proposed amendments include changes related to accessory dwelling units and variance criteria and procedures for the Board of Adjustment, intended to bring the City's zoning regulations into compliance with recent changes to Iowa law; and
3. Chapter 165 of the Van Meter Code of Ordinances provides that zoning regulations may be amended only after a public hearing at which interested parties and citizens have an opportunity to be heard.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Van Meter, Iowa, as follows:

1. A public hearing is hereby scheduled to consider the proposed amendments to Chapter 165 – Zoning Regulations, including amendments related to accessory dwelling units and variance criteria.
2. The public hearing shall be held on March 9, 2026, at a time and place to be determined as part of the regular meeting of the City Council.
3. The City Clerk is hereby directed to publish notice of the public hearing in the manner required by law.
4. This Resolution shall be in full force and effect upon its passage and approval.

PASSED AND APPROVED this 9th day of February, 2026.

Joe Herman, Mayor

ATTEST:

Travis Cooke, City Clerk



Real People. Real Solutions.

MEMORANDUM

Date: February 9, 2026
To: Honorable Mayor Herman and Members of the Van Meter City Council
From: Frannie Nielsen, Consultant Planner
Subject: Proposed Zoning Text Amendment – Variance Criteria

BACKGROUND

On April 25, 2025, the State of Iowa signed into law a bill concerning county and city regulation of real property and the powers granted to the Board of Adjustment. The bill introduces a new subsection Section 414.12, allowing boards to authorize variances in specific cases where strict enforcement of the ordinance would create practical difficulties for property owners. The variances can pertain to area, dimensional, or other numerical limitations, including minimum lot size, setbacks, and off-street parking, among others.

According to the new law, to obtain a variance, property owners must demonstrate that the difficulties they face are unique to their property and not self-created, and they must show that granting the variance will not significantly alter the character of the surrounding neighborhood. This legislative change aims to ensure that the spirit of the zoning ordinance is upheld while providing flexibility to property owners facing unique challenges.

The Van Meter Zoning Code states that “The regulations, restrictions and boundaries set forth in this chapter may from time to time be amended, supplemented, changed, or repealed, upon initial action by the Council ... provided, however, that no such action may be taken until after a public hearing in relation thereto, at which parties in interest and citizens shall have an opportunity to be heard.”

Below is a proposed Zoning Text Amendment to Section 165.25 to bring the Van Meter Zoning Regulations Ordinance into compliance with Iowa Law.

PROPOSED AMENDMENT

The proposed amendment is as follows:

Section 165.25 of the Code of Ordinances is amended by adding the underlined text and removing the ~~strikethrough~~ text as follows:

Chapter 165

Section 165.25 Board of Adjustment

2. Powers and Duties of the Board. The Board shall have the following powers, and it shall be its duty:
 - A. To hear and decide appeals where it is alleged there is error in any order, requirements, decision, or determination made by the inspector of buildings in the enforcement of this chapter.
 - B. ~~To grant a variation in the regulations when a property owner can show that his property was acquired in good faith and where by reason of exceptional narrowness, shallowness, or shape of a specific piece of property, or where by reason of exceptional topographical conditions or other strict application of the terms of this chapter actually prohibits the use of this property in a manner reasonably similar to that of other property in the District, or where the Board is satisfied under the evidence before it, that the granting of such variation will alleviate a clearly demonstrable hardship; provided, however, that all variations granted under this clause shall be in harmony with the intended spirit and purpose of this chapter.~~
 - B. To grant approval or conditional approval of a Variance. In granting approval or conditional approval of a Variance, the Board of Adjustment shall prepare written findings of fact of all the following review criteria:
 - (1) Practical Difficulties. Because of these special circumstances, the literal application of the provisions of this Ordinance would, without a Variance, result in practical difficulties for the applicant, as distinguished from mere inconvenience. Practical difficulties must include the following:
 - a. Reasonable Manner. Practical difficulties means that the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.
 - b. Unique to the Property. Circumstances exist relating to the physical character of the property that are unique to the property and that do not apply generally to other properties in the same zoning district. And these circumstances are not so general or recurrent a nature as to make it practical to provide, in the form of an amendment to this Ordinance, a general rule to cover them
 - c. Not Self-Created. The circumstances and practical difficulties that are the basis for the variance have not resulted from any act, undertaken subsequent to the adoption of this Ordinance or any applicable amendment thereto, of any party with a present interest in the property.
 - d. Not Alter Local Character. The variance will not alter the essential character of the locality or substantially impair public safety or welfare or property values in the area.

- e. Economic considerations alone (or desire to increase the value or income potential of the land) shall not constitute practical difficulties if reasonable use of the property exists under the terms of this chapter.

COUNCIL ACTION

The City Council can do one of the following:

1. Approve of the attached ordinance.
2. Deny, with findings, of the attached ordinance.
3. Table the request for further review/study.

ATTACHMENTS

1. Variance Zoning Text Amendment Ordinance

ORDINANCE #2026-2

An Ordinance Amending Chapter 165 – Zoning Regulations

BE IT INACTED, by the City Council of the City of Van Meter, Iowa, that:

SECTION 1. SECTION MODIFIED. Section 165.25 of the Code of Ordinances is amended by adding the underlined text and removing the ~~striketrough~~ text as follows:

Chapter 165

Section 165.25 Board of Adjustment

2. Powers and Duties of the Board. The Board shall have the following powers, and it shall be its duty:
 - A. To hear and decide appeals where it is alleged there is error in any order, requirements, decision, or determination made by the inspector of buildings in the enforcement of this chapter.
 - B. ~~To grant a variation in the regulations when a property owner can show that his property was acquired in good faith and where by reason of exceptional narrowness, shallowness, or shape of a specific piece of property, or where by reason of exceptional topographical conditions or other strict application of the terms of this chapter actually prohibits the use of this property in a manner reasonably similar to that of other property in the District, or where the Board is satisfied under the evidence before it, that the granting of such variation will alleviate a clearly demonstrable hardship; provided, however, that all variations granted under this clause shall be in harmony with the intended spirit and purpose of this chapter.~~
To grant approval or conditional approval of a Variance. In granting approval or conditional approval of a Variance, the Board of Adjustment shall prepare written findings of fact of all the following review criteria:
 - (1) Practical Difficulties. Because of these special circumstances, the literal application of the provisions of this Ordinance would, without a Variance, result in practical difficulties for the applicant, as distinguished from mere inconvenience. Practical difficulties must include the following:
 - a. Reasonable Manner. Practical difficulties means that the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.
 - b. Unique to the Property. Circumstances exist relating to the physical character of the property that are unique to the property and that do not apply generally to other properties in the same zoning district. And these circumstances are not so general or recurrent a nature as to make it practical to provide, in the form of an amendment to this Ordinance, a general rule to cover them

- c. Not Self-Created. The circumstances and practical difficulties that are the basis for the variance have not resulted from any act, undertaken subsequent to the adoption of this Ordinance or any applicable amendment thereto, of any party with a present interest in the property.
- d. Not Alter Local Character. The variance will not alter the essential character of the locality or substantially impair public safety or welfare or property values in the area.
- e. Economic considerations alone (or desire to increase the value or income potential of the land) shall not constitute practical difficulties if reasonable use of the property exists under the terms of this chapter.

SECTION 2. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. EFFECTIVE DATE. This ordinance shall be effective after its final passage, approval and posting as provided by law.

Passed by the Council of the City of Van Meter, Iowa, the 9th day of February 2026.

Joe Herman, Mayor

ATTEST:

Travis Cooke, City Clerk



Real People. Real Solutions.

MEMORANDUM

Date: January 22, 2026
To: Honorable Mayor Herman and Members of the Van Meter City Council
From: Frannie Nielsen, Consultant Planner
Subject: Proposed Zoning Text Amendment – Accessory Dwelling Units

BACKGROUND

On May 1, 2025, the State of Iowa signed into law a bill for an act relating to county and city regulation of accessory dwelling units. The bill introduces a new subsection into Section 364.3, to amend the Iowa Code to require counties and cities to permit at least one accessory dwelling unit (ADU) on the same lot as a single-family residence. The bill outlines specific conditions for the construction and use of ADUs, including compliance with building regulations, size limitations (not exceeding 1,000 square feet or 50% of the main residence), and restrictions on local ordinances that may impose more stringent requirements than those applicable to single-family residences. Additionally, it specifies that if a manufactured or mobile home is used as an ADU, it must be converted to real property and assessed for real estate taxes.

The bill indicates cities cannot impose restrictions on accessory dwelling units that are more restrictive than those for single-family residences. Cities cannot require stricter standards for placement, appearance, or design, including building height, setbacks, lot size, frontage, lot coverage, density, or architectural requirements, nor can they require the accessory unit to match the main home's exterior design, roof pitch, or materials. They cannot impose additional rental regulations beyond state law, require extra parking or fees, mandate owner occupancy or familial, marital, employment, income, or age-based occupancy restrictions, or require separate utility lines unless necessary for metering. Cities also cannot apply different impact fees or development standards, require additional public street or sidewalk improvements, or extend review timelines beyond those for single-family residences.

The Van Meter Zoning Code states that "The regulations, restrictions and boundaries set forth in this chapter may from time to time be amended, supplemented, changed, or repealed, upon initial action by the Council ... provided, however, that no such action may be taken until after a public hearing in relation thereto, at which parties in interest and citizens shall have an opportunity to be heard."

Below is a proposed Zoning Text Amendment to Section 165.25 to bring the Van Meter Zoning Regulations Ordinance into compliance with Iowa Law.

PROPOSED AMENDMENT

The proposed amendment is as follows:

Section 165.03

Section 165.03 of the Code of Ordinances is amended by adding the underlined text as follows:

Section 165.03 Interpretation and Definitions.

"Accessory dwelling unit" means an additional residential dwelling unit located on the same lot as a single family residence that is either attached to or detached from the single family residence.

"Attached" means a structure which is joined to another structure at one or more sides by a wall.

"Detached" means a structure which is entirely surrounded by open space on the same lot.

"Single family residence" means the same as defined by "dwelling, single-family," except to the extent that a single-family residence may share utility lines with the accessory dwelling unit if full utility access that includes a separate metering system for billing purposes can be provided to the accessory dwelling unit.

Section 165.04

Section 165.04 of the Code of Ordinances is amended by adding the underlined text as follows:

Section 165.04 General Regulations

14. Accessory Dwelling Units.

A. A maximum of one accessory dwelling unit, either attached or detached, is permitted on the same lot as a single family residence in any district in accordance with the following conditions:

- (1) An accessory dwelling unit shall not exceed one thousand square feet or fifty percent of the size of the single family residence, whichever is larger.
- (2) Attached accessory dwelling units shall comply with all principal structure height and setback requirements of the district in which it is located.
- (3) Detached accessory dwelling units shall comply with all accessory structure height and setback requirements of the district in which it is located.
- (4) An attached accessory dwelling unit shall have a separate exterior entrance from the principal residence and also an interior entrance accessed from the principal residence.

- (5) If full utility access that includes a separate metering system for billing purposes cannot be provided to the accessory dwelling unit, then the city may require new or separate utility lines.
- (6) If a mobile home is used as an accessory dwelling unit, the mobile home shall be converted to real property by being placed on a permanent foundation and assessed for real estate taxes pursuant to section 435.26 of Iowa Code.

COUNCIL ACTION

The City Council can do one of the following:

1. Approve of the attached ordinance.
2. Deny, with findings, of the attached ordinance.
3. Table the request for further review/study.

ATTACHMENTS

1. Draft Accessory Dwelling Unit Zoning Text Amendment Ordinance

ORDINANCE #2026-1

An Ordinance Amending Chapter 165 – Zoning Regulations

BE IT INACTED, by the City Council of the City of Van Meter, Iowa, that:

SECTION 1. SECTION MODIFIED. Section 165.03 of the Code of Ordinances is amended by adding the underlined text as follows:

Chapter 165

Section 165.03 of the Code of Ordinances is amended by adding the underlined text as follows:

Section 165.03 Interpretation and Definitions.

"Accessory dwelling unit" means an additional residential dwelling unit located on the same lot as a single family residence that is either attached to or detached from the single family residence.

"Attached" means a structure which is joined to another structure at one or more sides by a wall.

"Detached" means a structure which is entirely surrounded by open space on the same lot.

"Single family residence" means the same as defined by "dwelling, single-family," except to the extent that a single-family residence may share utility lines with the accessory dwelling unit if full utility access that includes a separate metering system for billing purposes can be provided to the accessory dwelling unit.

SECTION 2. SECTION MODIFIED. Section 165.04 of the Code of Ordinances is amended by adding the underlined text as follows:

Chapter 165

Section 165.04 General Regulations

14. Accessory Dwelling Units.

A. A maximum of one accessory dwelling unit, either attached or detached, is permitted on the same lot as a single family residence in any district in accordance with the following conditions:

(1) An accessory dwelling unit shall not exceed one thousand square feet or fifty percent of the size of the single family residence, whichever is larger.

- (2) Attached accessory dwelling units shall comply with all principal structure height and setback requirements of the district in which it is located.
- (3) Detached accessory dwelling units shall comply with all accessory structure height and setback requirements of the district in which it is located.
- (4) An attached accessory dwelling unit shall have a separate exterior entrance from the principal residence and also an interior entrance accessed from the principal residence.
- (5) If full utility access that includes a separate metering system for billing purposes cannot be provided to the accessory dwelling unit, then the city may require new or separate utility lines.
- (6) If a mobile home is used as an accessory dwelling unit, the mobile home shall be converted to real property by being placed on a permanent foundation and assessed for real estate taxes pursuant to section 435.26 of Iowa Code.

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

SECTION 4. EFFECTIVE DATE. This ordinance shall be effective after its final passage, approval and posting as provided by law.

Passed by the Council of the City of Van Meter, Iowa, the 9th day of February 2026.

Joe Herman, Mayor

ATTEST:

Travis Cooke, City Clerk

Agenda Item #10

Resolution #2026-12 Authorizing Transfer from Tax Increment Financing (TIF) Fund to Debt Service Fund for GO Series 2021 Bonds FY24

SUMMARY

When the General Obligation Bonds, Series 2021 were structured, it was anticipated that a portion of debt service would be paid using tax increment revenues. This item authorizes a transfer from the TIF Fund to the Debt Service Fund for FY 2024 debt service on the Series 2021 Bonds. The auditors reported these transfers not occurring to be a finding during the audit.

FISCAL IMPACT

Transfer amount: \$162,050

- Principal: \$130,000
- Interest: \$32,050

Recommendation: Approval

Sample Language: *Motion to adopt Resolution #2026-12 Authorizing Transfer from Tax Increment Financing (TIF) Fund to Debt Service Fund for GO Series 2021 Bonds FY24.*

City Councilmember: _____ So moved.

City Councilmember: _____ Second.

Mayor: Roll Call Please.

City Clerk: Akers _____ Brott _____ Barney _____ Lake _____ Young _____

RESOLUTION NO. 2026-12

**A RESOLUTION AUTHORIZING A TRANSFER FROM THE TAX INCREMENT FINANCING (TIF) FUND
TO THE DEBT SERVICE FUND FOR FY 2024 DEBT SERVICE ON GENERAL OBLIGATION BONDS,
SERIES 2021**

WHEREAS,

1. The City of Van Meter, Iowa (the "City") previously authorized the issuance of its General Obligation Bonds, Series 2021 (the "Bonds");
2. At the time the Bonds were structured, it was planned that a portion of the debt service would be paid using tax increment revenues;
3. The City maintains a Tax Increment Financing (TIF) Fund and a Debt Service Fund, and it is necessary to transfer available TIF revenues to the Debt Service Fund to pay debt service on the Bonds for FY 2024.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Van Meter, Iowa, as follows:

1. The transfer of 162,050 dollars (\$162,050) is hereby authorized from the City's TIF Fund to the Debt Service Fund for FY 2024 debt service on the General Obligation Bonds, Series 2021.
2. The transfer represents the following FY 2024 debt service amounts: Principal \$130,000 and Interest \$32,050.
3. The City Clerk and Finance Officer are hereby authorized and directed to make the necessary accounting entries and take all actions required to carry out this transfer.
4. This Resolution shall be effective upon its passage and approval.

PASSED AND APPROVED this 9th day of February, 2026.

Joe Herman, Mayor

ATTEST:

Travis Cooke, City Clerk

Agenda Item #11

Resolution #2026-13 Approving the Disposal of Surplus Police Department Property

Submitted for: Discussion and Consideration

Prepared by: Van Meter Police Department

Summary: The Van Meter Police Department has identified surplus firearms that are no longer needed for operational use. The Police Department proposes to dispose of these items through a trade-in with First Responder Supply. The proposed trade-in includes three (3) Benelli SuperNova 12-gauge shotguns and one (1) Remington 870P shotgun, resulting in a total trade-in credit of \$700.00. Disposal of this property is consistent with the City of Van Meter Surplus Property Disposal Policy and requires City Council approval.

Recommendation: Approve the disposal of surplus Police Department firearms through trade-in with First Responder Supply.

Sample Motion: Motion to approve Resolution #2026-13 Approving the Disposal of Surplus Police Department Property.

City Councilmember: _____ So moved.

City Councilmember: _____ Second.

Mayor: Roll Call Please.

City Clerk: Akers _____ Brott _____ Barney _____ Lake _____ Young _____

RESOLUTION NO. 2026-13
A RESOLUTION APPROVING THE DISPOSAL OF SURPLUS POLICE
DEPARTMENT PROPERTY

WHEREAS, the City of Van Meter, Iowa, owns certain Police Department equipment that is no longer needed for City operations; and

WHEREAS, the Van Meter Police Department has determined that three (3) Benelli SuperNova 12-gauge shotguns and one (1) Remington 870P shotgun are surplus property; and

WHEREAS, the proposed method of disposal is a trade-in with First Responder Supply, providing a total trade-in credit of \$700.00; and

WHEREAS, the proposed disposal is consistent with the City of Van Meter Surplus Property Disposal Policy; and

WHEREAS, the City Council finds that the disposal of this surplus property through trade-in is in the best interest of the City;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Van Meter, Iowa, as follows:

1. Approval of Disposal. The disposal of surplus Police Department firearms, consisting of three (3) Benelli SuperNova 12-gauge shotguns and one (1) Remington 870P shotgun, through trade-in with First Responder Supply is hereby approved.
2. Authorization. The Police Chief and City Administrator are authorized to take all actions necessary to complete the approved trade-in in accordance with City policy.
3. Effective Date. This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

PASSED AND APPROVED by the City Council of the City of Van Meter, Iowa, this 9th day of February, 2026.

Joe Herman, Mayor

ATTEST:

Travis Cooke, City Clerk

First Responder Supply
4178 NW Urbandale Dr
Urbandale, IA 50322
(515)599-5911
<https://firstrespsupply.com>

Quote

Page 1

Account No.	Date	Ref No.
9589	1/23/26	3635



Sold To

VAN METER POLICE DEPARTMENT
P.O. BOX 160
VAN METER, IA 50261

Clerk	Time	Station	PO Number	Ship Via	Est Delivery	Order Ref No.
Brendan Houser	12:54PM	108				
Item	Description	Qty	Ship	Price	Extended	
00152985	BEN-PDTRADEIN NOVA * BENELLI SUPERNOVA 12GA	3	0	-200.00	-600.00	
00152971	REM-PDTRADE870P * REM 870P TRADE IN	1	0	-100.00	-100.00	
Total Qty		4	0			

		Freight	0.00
		Sub Total	-700.00
		Tax 7.00%	0.00
		Total	-700.00
		Received	0.00
		Balance	-700.00

Quotes are good for 30 days from the date of the quote.

City of Van Meter – Surplus Property Disposal Policy

I. Purpose

The purpose of this Surplus Property Disposal Policy ("Policy") is to establish a standardized procedure for the identification, handling, and disposal of surplus, seized, and unclaimed property owned by the City of Van Meter ("City"), ensuring compliance with applicable state and local regulations and promoting transparency, efficiency, and fiscal responsibility.

II. Definitions

As used herein, the following definitions shall apply:

City Officials & Employees: Elected officials, board/commission/committee members, and all City employees.

IT Equipment: Devices containing electronic data or managed by contracted IT services, including computers, servers, phones, and storage media.

Surplus Property: Any City-owned item no longer needed or useful to a department, including vehicles, electronics, furniture, machinery, and office equipment.

Seized/Unclaimed Property: Items obtained by the Police Department through seizure, confiscation, or abandonment, subject to applicable laws.

III. Responsibilities

As they pertain to the subject Policy, responsibilities for department heads, the City Administrator and IT services are as follows:

City Administrator:

- Oversees disposal process and ensures Policy compliance.
- Approves disposal of items with estimated values of \$500.00 or less.

Department Heads:

- Notify the City Administrator of Surplus Property.
- Provide item details (i.e. photographs, description, estimated value, viewing availability, etc.)
- Maintain custody until disposal of the item is complete.
- Coordinate item disposal unless otherwise specified.

IT Services:

- Secure data wiping and disposal of IT Equipment.
- Physically destroy data storage components when necessary.

IV. Disposal Procedures

A. Notification & Documentation

- Departments, through their respective Department Head or designated representative, shall notify the City Administrator before disposal of property.
- Update all relevant City records (i.e. inventory, insurance, audit logs, grant documentation, etc).

B. Disposal Methods

Methods to dispose of property subject to this Policy include one or more of the following:

1. **Transfer to Other Departments**
 - Requires approval from all involved department heads and the City Administrator.
 - Exchange of service records and manuals is required.
2. **Trade-In**
 - Allowed when it provides return to the City, the value of which exceeds any remaining disposal method.
3. **Sale**
 - **Value Estimate:** Required from respective department head.
 - **Methods:**
 - Public auction (including other government auctions)
 - Internet auction platforms
 - Sealed bids or quotations
 - **Council Approval**
 - Required for items with estimated values of \$500.00 or more.
 - Scrap metal under \$3,000.00 may be sold without bids but still requires Council approval.
4. **Cannibalization**
 - Disassembly for parts is permitted when cost-effective, as determined by the respective department head, City Administrator, and/or IT Services.
5. **Transfer to Public Agencies or Charities**
 - Must first be offered to City departments.
 - Requires Council approval.
6. **Disposal of Valueless Property**
 - Items with no salvage value must be disposed of appropriately.
 - No item may be given to or salvaged by City Officials or Employees.

V. IT Equipment Disposal

- All IT equipment must be returned to contracted IT services.
- Flash drives and optical media may be disposed of by departments only if they never contained City data.
- Records governed by law must follow the City's retention policy.

VI. City Officials and Employees

- May bid on Surplus Property only when off duty and not acting in an official capacity.
- May not claim, salvage, or dispose of City property for personal gain.

VII. Unauthorized Disposal

- Personal use or unauthorized disposal of City property, including trash or recyclables, is strictly prohibited.
- Violations will result in disciplinary action, up to and including termination.

VIII. Disposal of City-Owned Real Estate

The disposal of real estate owned by the City of Van Meter shall follow the procedures outlined in **Iowa Code Section 364.7** ensuring legal compliance and transparency. The provisions of Iowa Code Section 364.7 are expressly incorporated herein by reference.

A. Required Process

1. Resolution of Intent

The City Council shall adopt a resolution stating its intent to dispose of the real property. This resolution shall include:

- A legal description of the real property.
- A general description of the real property (e.g., street address or location).
- The proposed method of disposal.

2. Public Notice and Hearing

- A notice of the public hearing shall be published or posted not less than **4 days** and not more than **20 days** before the hearing date.
- As more fully detailed in Iowa Code Section 362.3, notice of the public hearing shall be published in a newspaper of general circulation in the City.
- The notice must include the time, date, location of the hearing, and a description of the real property.

3. Public Hearing and Final Resolution

- The City Council shall hold a public hearing to receive comments.

- Following the hearing, the Council may adopt a final resolution authorizing the sale, lease (if over 3 years), or gift (only to a governmental body for public purpose).
- 4. **Preparation and Execution of Deed**
 - Upon Council approval, the City shall prepare a deed to be provided to the buyer.
 - The Mayor may be authorized to execute the deed on behalf of the City.
 - The deed shall be delivered upon receipt of the purchase price.
- 5. **Recording and Documentation**
 - The buyer shall record the deed with the Dallas County Recorder.
 - The City Clerk may be required to provide certified copies of:
 - Resolution of intent
 - Affidavit of publication
 - Resolution authorizing sale

B. Determining Fair Market Value

- The City shall dispose of real property at **fair market value**, unless otherwise authorized by law.
- Methods to determine fair market value may include:
 - Independent appraisal
 - Sealed bids
 - Public auction
 - Realtor listing
- The City Attorney shall review the process to ensure compliance and fairness.

C. Restrictions

- The City may not dispose of real property by gift except to a governmental body for a public purpose.
- Any deviation from this process may result in legal or title complications.

Agenda Item #12

Resolution #2026-14 Adopting Unclaimed Property Policy

Submitted for: Discussion and Consideration

Summary: The City of Van Meter is required to comply with Iowa's Unclaimed Property laws, codified in Iowa Code Chapter 556. City departments may hold unclaimed or abandoned property such as utility deposits, uncashed checks, refunds, or other intangible property. This agenda item considers authorization for the City to report and remit unclaimed property to the State of Iowa in accordance with statutory requirements and the Unclaimed Property Holder Manual.

Recommendation: Approve a resolution authorizing compliance with Iowa unclaimed property reporting and remittance requirements.

Sample Motion: Motion to approve Resolution #2026-14 Adopting Unclaimed Property Policy.

City Councilmember: _____ So moved.

City Councilmember: _____ Second.

Mayor: Roll Call Please.

City Clerk: Akers _____ Brott _____ Barney _____ Lake _____ Young _____

RESOLUTION NO. 2026-14
A RESOLUTION ADOPTING UNCLAIMED PROPERTY POLICY

WHEREAS, the City of Van Meter, Iowa, may hold unclaimed or abandoned property, including but not limited to uncashed checks, refunds, utility deposits, and other intangible property; and

WHEREAS, Iowa Code Chapter 556 requires holders of unclaimed property to report and remit such property to the State of Iowa after the applicable dormancy periods; and

WHEREAS, the Iowa State Treasurer administers the unclaimed property program and has issued guidance through the Unclaimed Property Holder Manual; and

WHEREAS, compliance with Iowa unclaimed property laws promotes transparency, accountability, and the return of property to rightful owners; and

WHEREAS, the City Council finds that authorizing compliance with these requirements is in the best interest of the City;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Van Meter, Iowa, as follows:

1. Authorization to Report and Remit. The City of Van Meter is hereby authorized to identify, report, and remit unclaimed property to the State of Iowa in accordance with Iowa Code Chapter 556 and applicable administrative rules.
2. Authorized Officials. The City Clerk, City Administrator, and other designated staff are authorized to prepare, execute, and submit all required reports, documentation, and remittances related to unclaimed property on behalf of the City.
3. Effective Date. This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

PASSED AND APPROVED by the City Council of the City of Van Meter, Iowa, this 9th day of February, 2026.

Joe Herman, Mayor

ATTEST:

Travis Cooke, City Clerk

Exhibit I

Property Type Codes and their Iowa Code Sections

Account Balances – Reported after 3 years		
Property Type Description	Property Type Code	Iowa Code Section
Checking Account	AC01	556.2
Savings Account	AC02	556.2
Matured CD/Savings Account	AC03	556.2
Money on Deposit to Secure Fund	AC05	556.9
Security Deposits	AC06	556.9
Unidentified Deposits	AC07	556.9
Suspense Account	AC08	556.9

Aggregate* - Reported after 3 years		
Property Type Description	Property Type Code	Iowa Code Section
Aggregate	AC99	556.9

*Aggregate includes ALL records without detail, less than \$50 reported or where the owner is unknown. Only ONE Aggregate per report.

Uncashed Checks – Reported after 3 years		
Property Type Description	Property Type Code	Iowa Code Section
Cashier's Checks	CK01	556.2B
Certified Checks	CK02	556.2B
Registered Checks	CK03	556.2B
Treasurer's Checks	CK04	556.2B
Drafts	CK05	556.2B
Warrants	CK06	556.2C
Money Orders (other than express)	CK07	556.2B
Traveler's Checks - 15 years	CK08	556.2A
Foreign Exchange Checks	CK09	556.2B
Expense Checks	CK10	556.9
Pension Checks	CK11	556.9
Credit Checks or Memos	CK12	556.9
Vendor Checks	CK13	556.9
Checks Written Off to Income	CK14	556.9
Outstanding Official Checks	CK15	556.2B
CD Interest Checks	CK16	556.2
Express Money Orders - 7 years	CK17	556.2A

Educational Savings Accounts – Reported after 3 years**		
Property Type Description	Property Type Code	Iowa Code Section
Cash	CS01	556.7
Mutual Funds	CS02	556.7
Securities	CS03	556.7

**Educational Savings Accounts are reportable only in certain circumstances after 30 years have elapsed since the account was established. Refer to Iowa Admin Code 781 - 9.12

Local Government/Court Deposit – Reported after 2 years		
Property Type Description	Property Type Code	Iowa Code Section
Escrow Funds	CT01	556.8
Condemnation Awards	CT02	556.8
Missing Heir's Funds	CT03	556.8
Suspense Account	CT04	556.8
Other Court Deposit	CT05	556.8
Child Support	CT06	556.8
Accounts Payable	CT08	556.8
Victim's Restitution	CT09	556.8
Miscellaneous Checks	CT10	556.8

Health Savings Plans – Reported after 3 years		
Property Type Description	Property Type Code	Iowa Code Section
Health Savings Account	HS01	556.7
Health Savings Account Investment	HS02	556.7

Insurance – Reported after 3 years		
Property Type Description	Property Type Code	Iowa Code Section
Individual Policy Benefits of Claim Payment	IN01	556.9
Group Policy Benefits or Claim Payments	IN02	556.9
Proceeds Due Beneficiaries	IN03	556.3
Proceeds from Matured Policies, Endow., annuities	IN04	556.3
Premium Refunds	IN05	556.9
Unidentified Remittances	IN06	556.9
Other Amount Due Under Policy Terms: Whole life term, endowment, annuity, or supplementary Contract – 2 years after reaching limiting age	IN07	556.3
Agent Credit Balances	IN08	556.9
Retained Asset Account	IN09	556.9
Proceeds/shares of stock from demutualization	IN10	556.3A

IRA (Traditional, SEP, SARSEP & Simple) – Reported after 3 years		
Property Type Description	Property Type Code	Iowa Code Section
Cash	IR01	556.7
Mutual Funds	IR02	556.7
Securities	IR03	556.7

IRA (Roth) – Reported after 3 years		
Property Type Description	Property Type Code	Iowa Code Section
Cash	IR05	556.7
Mutual Funds	IR06	556.7
Securities	IR07	556.7

Mineral Proceeds and Mineral Interests – Reported after 3 years		
Property Type Description	Property Type Code	Iowa Code Section
Net Revenue	MI01	556.9
Royalties	MI02	556.9
Overriding Royalties	MI03	556.9
Production Payments	MI04	556.9
Working Interest	MI05	556.9
Bonuses	MI06	556.9
Delay Rentals	MI07	556.9
Shut-in Royalties	MI08	556.9
Minimum Royalties	MI09	556.9

Miscellaneous Checks and Tangible Property – Reported after 3 years		
Property Type Description	Property Type Code	Iowa Code Section
Wages, Payroll, Salary - 1 year	MS01	556.9
Commissions - 1 year	MS02	556.9
Worker's Compensation	MS03	556.9
Payment of Goods & Services	MS04	556.9
Customer Overpayments	MS05	556.9
Unidentified Remittances	MS06	556.9
Unrefunded Overcharges	MS07	556.9
Accounts Payable	MS08	556.9
Credit Balances & Accounts Receivable	MS09	556.9
Discounts Due	MS10	556.9
Refunds Due	MS11	556.9
Unredeemed Gift Cards & Gift Certs - 5 years*	MS12	556.9
Unclaimed Loan Collateral	MS13	556.9
Pension & Profit Share Plans	MS14	556.7
Dissolution / Liquidation - 1 year	MS15	556.6
Misc. Outstanding Checks	MS16	556.9
Misc. Intangible Property	MS17	556.9
Suspense Liabilities	MS18	556.9
Uncashed Rebates	MS19	556.9
Gambling Winnings	MS20	556.9

**Closed loop cards issued 7/1/2014 and later redeemable for merchandise only that do not have fees or expiration dates ARE NOT reportable*

Securities – Reported after 3 years		
Property Type Description	Property Type Code	Iowa Code Section
Dividends	SC01	556.9
Interest (Bond Coupon)	SC02	556.9
Principal Repayments	SC03	556.5
Equity Payments	SC04	556.5
Profits	SC05	556.5
Funds Paid to Purchase Shares	SC06	556.5
Funds for Stocks & Bonds	SC07	556.5
Shares of Stock (returned by Post Office)	SC08	556.5
Cash for Fractional Shares	SC09	556.5
Unexchanged Stock of Successor Corp.	SC10	556.5
Other Certificate of Ownership	SC11	556.5
Underlying Shares or Other Outstanding certificates	SC12	556.5
Funds for Liquidation	SC13	556.5
Debentures	SC14	556.9
U.S. Government Securities	SC15	556.5
Mutual Fund Shares	SC16	556.5
Warrants (Rights)	SC17	556.9
Matured Bond Principal	SC18	556.9
Dividend Reinvestment Plans	SC19	556.5
Credit Balances	SC20	556.5
Book Shares	SC41	556.5
Worthless Shares	SC42	556.5
Underlying/Unexchanged Shares Held in Book	SC43	556.5

Utilities - Reported after 1year		
Property Type Description	Reporting Code	Iowa Code Section
Utility Deposits	UT01	556.4
Membership Fees - 3 years	UT02	556.9
Refunds or Rebates	UT03	556.4
Capital Credit Distributions - 3 years	UT04	556.9

Safe Deposit Boxes - Reported after 3 years		
Property Type Description	Property Type Code	Iowa Code Section
Safe Deposit Box Contents	SD01	556.2 4
Other Safekeeping	SD02	556.2 4
Other Tangible Property	SD03	556.2 4

Trust, Investment and Escrow Accounts - Reported after 3 years		
Property Type Description	Property Type Code	Iowa Code Section
Paying Agents Accounts	TR01	556.7
Undelivered Uncashed Dividends	TR02	556.7
Funds Held in Fiduciary Capacity	TR03	556.7
Escrow Accounts	TR04	556.7
Trust Vouchers	TR05	556.7
Lawyer Trust Account	TR88	556.7

Agenda Item #13

Staff Reports

- a. City Administration***
- b. Master Trails***
- c. Master Parks***
- d. Public Works***
- e. Fire***
- f. Police***
- g. Library***
- h. Parks & Recreation***
- i. City Attorney***
- j. City Engineer***

1. Set-Off Program

Staff submitted a request to join the Set Off Program managed by the Department of Revenue. Staff submitted the initial questionnaire. This will allow staff to submit outstanding utility bill payments that were never received after a utility account was issued a final bill. Currently, we are only able to put a lien on the property if a bill is outstanding, which makes the current homeowner liable for the unpaid bill. With the set off program, the utility account holder with the outstanding amount will be charged for their outstanding balance. Staff will start collecting social security numbers from new account holders in order to start the Set Off program. Staff is waiting for direction from the Department of Revenue before moving forward.

2. Meetings and Collaboration

- a) Staff has been working on the FY26 budget.
- b) Staff has been meeting and collaborating with Invision for the 601 Main building. Staff followed up with Eocene for an environmental survey to be conducted at 601 Main.
- c) Staff has been meeting with the City Engineer to plan capital improvement projects and funding.
- d) Staff is still working through software issues with Caselle. Multiple tickets have been put out for various modules within the software.
- e) Mark and Travis met with Lee Township to discuss issues that have been occurring. A resolution was made, Lee Township wrote a check to the City, and plans to work with us going forward.
- f) Fatino sent an email informing staff that the appeal time on Fat Randi's expired. Their office filed the change of title and an affidavit of possession which means that the City has the title. Locks have been changed. We will need to determine what we wish to do with the property.

3. Audit

- a) Staff finished up work with the auditors to complete their recommendations and transfers as noted. The auditors should be at the February workshop to present their findings for the FY25 audit.
- b) City Administrator Faust had an initial review with the auditors over the draft of the audit.
- c) Staff submitted unclaimed property in the form of payroll and vendor checks that were never cashed. All unclaimed property up until September 2024 was submitted to the Great Iowa Treasure Hunt. The amount of unclaimed property submitted to the Great Iowa Treasure Hunt was \$1,516.64. This was done due to directions from the auditors.
- d) **Rental Inspections**
 - a) Reinspection notices were sent to 528 Pleasant, 210 Wilson Apt 101, and 804 Elm to be reinspected by the end of January. Staff has heard from 210 Wilson and 804 Elm confirming they will schedule their reinspection, but the rental inspector has not heard from any of these properties to schedule the inspection. They were issued a one year rental certificate due to failing the first inspection. If they pass the inspection this time around, their rental certificate will be issued for three years.

Public Works Report

February, 20206

- 1: Had RD McKinney abandon the water service to 601 Main Street. I-80 Concrete will be pouring the patch back when weather permits.
- 2: Met with City Wide Heating and Cooling to get a quote to evacuate the condensers at 601 Main in preparation for demolition. Along with that will be a quote to move a furnace to my shop.
- 3: I have been in talks with MidAm on the possibility of getting natural gas service to my shop.
- 4: Have JCI in line to pour the concrete patch on Arlington this week. Possibly on 2/10
- 5: Built a 4x8 rolling bench worktop for shop use.
- 6: We have replaced many meters. We are down to about our last 40. A letter will be sent one more time giving a deadline. It will be stated that if the deadline is not met service interruption is likely as we will no longer effectively be able to meter the water being sold.
- 7: I have been going through records at the shop of monitoring reports and refiling in a more orderly manner. I have also been throwing documents that are deemed necessary for keeping away.
- 8: We have installed a camera in City Hall entry to monitor traffic for the food pantry.
- 9: I have lined up and solidified a plan to move forward for a jetting and cleaning of sewers. I had one in place last year but the contractor abruptly went out of business. Smith's Sewer will be our contractor moving forward.
- 10: Submitted monthly reports for wastewater and water works.
- 11: Inspected the property at 415 Grant St. Also installed 9 new door knobs to the property to ensure limited access to city employees only in the future.

Van Meter Fire Department

Fire Chief Mark Schmitt



Monthly Report to Council

Jan 2026

Training

EMS training

Two members attended the Iowa Winter Fire School and took additional classes

Significant calls

No significant calls for the month.

Projects, Activities, & Special Events

Bunker gear order was placed will take 8-10 weeks to come in, this is funded mostly by a FEMA grant

Boards, Groups, and Associations

For the good of the Department

We continue to apply for various grants to purchase equipment that is needed.

Monthly Call Report

Jan 2026	Total	Responded	No Response	Fire	EMS
DeSoto	17	15	2	3	14
Van Meter	14	12	2	4	10
Mutual Aid	0	0	0	0	
Total	31	27	4	7	24

The 4 no response calls were 4 EMS calls 2 to DeSoto and 2 in Van Meter



Work reflected took place between January 10th to February 7th

- Week of January 12th—Gettin' Crafty @ the Library (Winter Coloring)
- January 13th—Stories, Songs and Snacks
- January 14th—Meeting with Verkader; Library Board of Trustees Meeting
- January 16th—Graphic Novel Book Club
- January 18th—Silent Book Club Dallas County @ Barista's Bouquet
- Week of January 19th—Gettin' Crafty @ the Library (Snow Bear)
- January 19th—Winter Reading Bingo begins; 26 in '26 Reading Challenge begins
- January 21st—Pop YS Live-Summer in the Small Library Webinar
- January 22nd—Stories, Songs & Snacks; STEM Hour
- January 23rd—Mock Newbery Webinar
- Week of January 26th—Gettin' Crafty @ the Library (Penguin)
- January 26th—ALA Youth Media Awards; City Council Workshop
- January 27th—Stories, Songs & Snacks; January Check It Out Webinar; Books & Banter
- January 28th—Meeting with Misty Gray (State Library Consultant); Friends of the Library Meeting
- January 29th—Iowa Libraries Online Conference
- February 2nd—Gettin' Crafty @ the Library (Valentine Hippo)
- February 3rd—ILA Capitol Day
- February 4th—VM User Group Meeting with Invision
- February 5th—Stories, Songs & Snacks; Park Board Meeting
- February 7th—Saturday Storytime

This month was busy with webinars, reading challenges, and Summer Reading planning. We are making progress on our Summer Reading 2026 events calendar. We hope to have all events scheduled and calendars ready for publication by the end of February. It will be a busy and exciting summer program this season!

Winter Reading Bingo began January 19th and will run through Valentine's Day. We have bingo categories for both children and adults. Winter Reading challenges are a great way to keep patrons involved during the colder months. Those who turn in completed bingo cards will be entered into a drawing for various prizes.

Our 26 in '26 Reading Challenge will run from now until December 31st. We would like our patrons to read 26 books that are relevant to #America250. Our reading log offers suggestions, or they can choose books on their own. We are excited to see how many patrons complete the challenge!

As always, thank you to our mayor, city council, city staff, and community for supporting us!

FY26 At a Glance	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	FY26
Visitors	936	641	651	597	444	461	412	4142
Library checkouts	1671	1331	1258	1126	854	786	1065	8091
E-books & e-audiobooks check-out	501	488	441	413	391	395	442	3071
Total Circulation	2172	1819	1699	1539	1245	1181	1507	11162
Programs offered	16	0	14	16	16	17	16	95
Programming attendance	348	0	237	333	269	266	193	1646
Total Programming	348	0	237	333	269	266	193	1646
Library visit schools/daycare	0	0	3	5	3	3	3	17
Groups/students visit library	0	0	0	0	0	0	0	0
Other Outreach	0	0	0	0	0	0	0	0
Total Outreach Participants	0	0	59	117	61	62	61	360
Total Outreach Events	0	0	3	5	3	3	3	17
Computer usage	19	7	8	17	9	11	21	92
Wireless usage visits	45	50	45	50	44	73	41	348
Reference questions	70	83	78	67	38	73	71	480
ILL Borrow Completed	20	29	8	19	21	17	20	134
ILL Lender Completed	5	5	8	13	10	10	15	66
Website Visits	475	362	350	406	331	302	460	2686

FY25 At a Glance	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	FY25
Visitors	718	549	432	610	314	480	346	3449
Library checkouts	1524	1093	911	1065	877	859	834	7163
E-books & e-audiobooks check-out	446	343	410	452	497	388	453	2989
Total Circulation	1970	1436	1321	1517	1374	1247	1287	10152
Programs offered	20	0	16	19	17	12	14	98
Programming attendance	282	0	204	360	246	344	233	1669
Total Programming	282	0	204	360	246	344	233	1669
Library visit schools/daycare	0	0	3	3	3	3	3	15
Groups/students visit library	0	0	1	0	0	2	0	3
Other Outreach	0	0	0	0	0	0	0	0
Total Outreach Participants	0	0	63	49	39	91	35	277
Total Outreach Events	0	0	4	3	3	5	3	18
Computer usage	6	11	9	15	14	5	1	61
Wireless usage visits	42	98	69	120	125	64	67	585
Reference questions	91	77	60	72	41	60	49	450
ILL Borrow Completed	31	23	11	29	18	14	24	150
ILL Lender Completed	17	22	9	9	11	13	27	108
Website Visits	487	390	338	370	338	439	462	2824

February 2026

Monthly Council Report

Sport	Registration # to Date (2/4/26)
Youth Basketball	108
Youth Football	
Youth Flag Football	
Youth Soccer – Spring	398
Youth Soccer – Fall	
Little League – Boys	
Rec Softball - Girls	

1. Spring Soccer registration is ending February 9th
 - a. Numbers are already up from the fall
 - b. Iowa Sports Turf is coming mid-March to over seed and aerate the U12, U8A, and U8B fields
 - c. We have received a \$1000 grant to help cover field rentals as the fields listed above are being treated
 - d. Practices set to start the week after spring break
2. Currently we have five signups for the sponsorship program. I am hoping to have that number doubled by the end of the month.
3. I have begun gathering quotes for the possible addition of a shade sail at Memorial Park depending on the total cost I would like to apply for the community betterment grant that Prairie Meadows offer.
4. Little league registration is live and is set to close March 1st
5. I have continued working with Dash Sports to bring youth athletic camps to Van Meter this spring and summer. Spring camp registration is set to go live on February 16th.
 - a. Spring Camp Dates:
 - i. Soccer Tykes- Wednesdays April 1st – 22nd
 - ii. Basketball Tykes - Thursdays April 2nd – 23rd
 - iii. T-ball Tykes – Saturdays April 4th – 25th
 - iv. Soccer Tykes – Mondays April 27th – May 18th
 - v. Flag Football Tykes – Wednesdays April 29th – May 20th
 - vi. Flag Football Tykes – Saturday May 2nd – May 30th
 - vii. Flag Football Camp- Saturday May 2nd – May 30th
 - b. We essentially provide the fields and facilities and they run the camp. We receive 20% of the registration fees.

- i. If we receive the minimum registration requirements for each camp we will be looking at \$1,212 in revenue
- 6. Tentative spring & summer community event dates
 - a. Easter egg hunt April 4th
 - b. Spring cleaning day at Rec Complex May 2nd
 - c. Plant sale May 9th
 - d. Art in the Park June 13th, 27th, July 11th, and July 25th
 - e. Concert in the Park June 14th, July 12th, and August 9th



February 2026

City of Van Meter
Monthly Report to City Council

Veenstra & Kimm, Inc. assisted the City of Van Meter on the following items for the month of January:

Right of Way Permit Application Reviews:

- No reviews this month

Subdivision Reviews:

- No reviews this month.

City Capital Improvement Plan

- V&K assisted staff in developing a CIP for the City and presented it to the Council.

City of Van Meter Construction Projects:

- Water Main Improvements Phase 1 – Final punch list items to be corrected when weather allows. Contractor to submit final quantities to process Final payment for the project.
- Brookview Annexation and Easements – Assisting City in meeting with residents to answer questions on easement and plats of surveys for the project.
- Data Center Construction Projects
 - Reviewed and provided comments on the updated Development Agreement
 - Proceeding with design of F 90 from Tabor to Ute including Racoon bridge repairs.
 - Proceeding with Design of Tabor and 365th Street pavement improvements.
- Water Treatment Plant Improvements
 - City received notice from IDNR that the Water Treatment plant and associated improvements will be included in the March IUP.
 - Once IDNR SRF Commission approved City's loan in March 2026, the City will need to have a resolution to secure the SRF Construction loan. The plan is to have the resolution for City Council to act at the April Council meeting.
 - V&K is proceeding with design of 1980 Booster station improvements to be bid this spring.
 - V&K is proceeding with amending the City's IDNR Water Use Permit to include shall well No. 4.
 - V&K is proceeding with design of the new water treatment plant.

Agenda Item #14

Adjournment

Submitted for: **ACTION**

Recommendation: **APPROVAL**

Sample Language:

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

City Councilmember: _____ *So moved.*

City Councilmember: _____ *Second.*

Mayor: *Roll Call Please.*

City Clerk: Akers _____ Brott _____ Barney _____ Lake _____ Young _____

Mayor: *This meeting is adjourned at _____pm. Thank you.*