

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

Travis Cooke, Interim Administrator-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: Saturday, March 7, 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 the February 9, 2026 City Council Regular Business Meeting
 - b. Minutes of the February 23, 2026 City Council Workshop Meeting
 - c. February Claims List and February Payroll Report
 - d. December 2025 and January 2026 Financial Reports
 - e. February Building Permit Report
8. Public Hearing on Proposed Ordinance No. 1-2026 - An Ordinance Amending Chapter 165- Zoning Regulations - Accessory Dwelling Units
9. Discussion and Consideration - Ordinance No. 1-2026- An Ordinance Amending Chapter 165- Zoning Regulations - Accessory Dwelling Units
10. Public Hearing on Proposed Ordinance No. 2-2026 - An Ordinance Amending Chapter 165-Zoning Regulations - Board of Adjustment
 - 10.a Consideration of Ordinance No. 2-2026 An Ordinance Amending Chapter 165- Zoning Regulations Accessory Dwelling Units
11. Discussion and Consideration: Resolution #2026-16 - A Resolution Providing for the levy of taxes to pay General Obligation Urban Renewal Bonds, Series 2026
12. Discussion and Consideration: Resolution #2026-17 - A Resolution Approving Sick Time Payout
13. Discussion and Consideration: Resolution #2026-18 - A Resolution Setting Wages for Public Works DNR Water and Wastewater Treatment Certifications
14. Discussion and Consideration: Resolution #2026-19 - A Resolution Setting Wages for Police Officer Cooper for SRO Certification
15. Discussion and Consideration: Resolution #2026-20 - A Resolution Appointing the City Clerk as Interim City Administrator and Providing for an Extra Duty Stipend
16. Discussion and Consideration: Resolution #2026-21- A Resolution Approving Maddie Lavalle as Deputy City Clerk
17. Discussion and Consideration: Resolution #2026-22 - A Resolution Approving Maddie Lavalle as an Authorized Signer on City Bank Accounts
18. Discussion and Consideration: Resolution #2026-23 - A Resolution Authorizing Interim City Administrator/City Clerk Travis Cooke as an Authorized IPAIT Account Manager
19. Discussion and Consideration: Hiring Theia Consulting for the City Administrator Search
20. Discussion and Consideration: Authorize the Purchase and Ongoing Subscription Costs of Civic Clerk Agenda Management Software.
21. Discussion and Consideration: Resolution #2026-24 A Resolution Approving Employee Assistance Program Services Agreement

22. Reports

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

23. Adjournment

Agenda Item #1

Call to Order

Mayor: *The time is 7:00pm on Monday, March 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, February 9, 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, and Jarin Young. Joe Lake was absent. Staff present: City Attorney Nic Gral, City Engineer Randy Johnson, Police Chief Mike Brown, Library Director Jonatha Basye, Public Works Director Drew McCombs, Parks and Recreation Director Sam Chia, City Clerk Travis Cooke, City Administrator Liz Faust, and Heath Hockenberry from Jester Insurance.
- 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) Akers moved, supported by Barney, to approve the agenda removing December and January financials to a future meeting. On roll call the votes were as follows: Akers – YES; Barney – Yes, Brott – YES; Young – YES. **YES (4) NO (0) ABSTAIN (0) ABSENT (1)**
- 6) Citizen Hearing: No citizens were in attendance.
- 7) Mayor Herman asked for a motion to adopt the consent agenda which included the following:
 - 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

Vendor	Description	Amount
EARLHAM SAVINGS BANK	ACH FEES	25
JESTER INSURANCE SERVICE	2026 FIRE TRUCK	10
WELLS FARGO CC	SEWER OFFICE SUPPLIES	1661.51
US POSTMASTER	UB Postage Deposit -FebMarApr	750
ACCO	CHLORINE	448
AGSOURCE COOPERATIVE SERVICES	DW TESTING	44
AMERICAN WATER WORKS ASSOC	MEBERSHIP DUES	421
ARNOLD MOTOR SUPPLY	WATER SUPPLIES	30.94
AT&T MOBILITY	PD CELL PHONES	265.99
BASE	MONTHLY CAFETERIA	30
BOLTON & MENK INC	VM/RICHLAND RD TRAIL PROJECT	30472.37
CASELLE LLC	CITY SOFTWARE CLERK	51592.5
CONTRACTOR SOLUTIONS	LIFT STATION PUMP RENTAL	1062
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
FIRST RESPONDER SUPPLY	UNIFORMS	2413.64
HEARTLAND BUSINSES SYSTEM	IT	9494.37
HEARTLAND COOP	SHOP SPLIT SEWER	1362.72
HYVEE	SCHWAB ACADEMY MEALS	2865
INTERSTATE ALL BATTERY CENTER	FD BATTERY	1097.16
INVISION	601 MAIN	26062.5
IOWA CODE ENFORCEMENT	MONTHLY SERVICE FEE	600
IOWA CONCRETE CUTTING INC	DIESEL SLAB SAW	500
IOWA ONE CALL	UTILITY LOCATES WATER	89.2
IOWA SOCCER ASSOCIATION	24/25 REGISTRATION FEES	6832
KONICA MINOLTA	COPIER CONTRACT	195.65
LAURA WICKS	CLEANING 1/18 2/1	50
MATHESON TRI GAS INC	OXYGEN	43.48
MEDIACOM	CITY HALL INTERNET SEWER SHARE	566.95
MOLLY SIMECK	REC CERT - SOCCER	64.51
MUNICIPAL SUPPLY INC	VALVE BOX RISERS	254
NEXT METERS	WATER METERS	8632.32
RD MCKINNEY PLUMBING	SERVICE LINE REPAIR	2900
SIMMERING-CORY INC	LC 25 CODE CHANGES	243
SMITH'S SEWER SERV. INC	601 MAIN LINE INSPECTION	1009.5
STIVERS FORD	2024 F-150 OIL CHANGE	69
THORPE WATER DEV CO	MONTHLY AFFIDAVIT CHARGE	800
VEENSTRA & KIMM INC	MICROSOFT PUBLIC IMPROVEMENTS	18596.2
WASTE CONNECTIONS	GARBAGE CONTRACT	13549.96
WHITFIELD & EDDY PLC	GENERAL MATTERS	3029.5
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
WELLMARK	HEALTH INSURANCE	9317.83
TREAS - ST OF IA SALES TX	UNCLAIMED FUNDS	1516.64
EARLHAM SAVINGS BANK	ACH FEES	25
AMAZON CAPITAL SERVICES	SUPPLIES PD FD LIB 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

~~f. December 2025 and January 2026 Financial Reports (Removed to a future meeting)~~

g. January Building Permit Report

h. Resolution #2026-10 Appointment to Fire Department

Brott moved, supported by Akers, to approve the consent agenda removing item f. On roll call the votes were as follows: Akers – YES; Barney – Yes, Brott – YES; Young – YES. **YES (4) NO (0) ABSTAIN (0) ABSENT (1)**

- 8) Heath Hockenberry from Jester Insurance presented a dividend check to the council as part of IAMU and EMC's property insurance pool. Profits are capped for EMC. To date \$80 million has been returned to member communities over ten years. Van Meter's share for this year is \$10,086.15.
- 9) Barney moved, supported by Young to approve Resolution #2026-11 Setting a Public Hearing for Amending Chapter 165-Zoning Regulations of the Van Meter City Code. On roll call the votes were as follows: Akers – YES; Barney – Yes, Brott – YES; Young – YES. **YES (4) NO (0) ABSTAIN (0) ABSENT (1)**
- 10) Akers moved, supported by Barney to approve Resolution #2026-12 Authorizing Transfer from Tax Increment Financing (TIF) Fund to Debt Service Fund for GO Series Bonds FY24. On roll call the votes were as follows: Akers – YES; Barney – Yes, Brott – YES; Young – YES. **YES (4) NO (0) ABSTAIN (0) ABSENT (1)**
- 11) Young moved, supported by Akers to approve Resolution #2026-13 Approving the Disposal of Surplus Police Department Property. On roll call the votes were as follows: Akers – YES; Barney – Yes, Brott – YES; Young – YES. **YES (4) NO (0) ABSTAIN (0) ABSENT (1)**
- 12) Barney moved, supported by Akers to approve Resolution #2026-14 Adopting Unclaimed Property Policy. On roll call the votes were as follows: Akers – YES; Barney – Yes, Brott – YES; Young – YES. **YES (4) NO (0) ABSTAIN (0) ABSENT (1)**
- 13) **Staff Reports:** Presented as written in the packet.
- 14) **Adjournment.** Brott moved, supported by Young, to adjourn the meeting. On roll call the votes were as follows: Akers – YES; Barney – Yes, Brott – YES; Young – YES. **YES (4) NO (0) ABSTAIN (0) ABSENT (1)** The meeting was adjourned at 7:41 pm.

Joe Herman, Mayor

ATTEST:

Travis Cooke, City Clerk

1) The Van Meter City Council met for a workshop on Monday, February 23, 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 6:15pm. The following council members were present upon roll call: Travis Brott, Joe Lake, Jason Barney, Jarin Young, and Joel Akers.

Staff present: Library Director Jonatha Basye, Police Chief Michael Brown, City Administrator Liz Faust, and City Clerk Travis Cooke.

2) Akers moved, supported by Brott, to approve the agenda. 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)**

3) Mason Sander, Denman CPA presented the FY 25 Audit findings to council.

4) City Clerk Cooke led a discussion regarding the proposed FY27 Budget including a brief description of the proposed max levy hearing notice, debt service, and levies for FICA, IPERS, Property Insurance, and employee benefits.

5) Young moved, supported by Akers to approve Resolution #2026-15 Setting Date for a Public Hearing for the FY 27 Property Tax Levy Hearing for March 30th, 2026, at 6:15 PM at the Van Meter United Methodist Church, Van Meter, IA. 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)**

6) Council discussed options for the disposal of property at 415 Grant.

7) Council discussed options for searching for a new city administrator.

8) 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 7:58pm.

Joe Herman, Mayor

Travis Cooke, City Clerk

City of Van Meter February 2026 Payroll Report

2/13/2026

Payroll Deposit	\$	22,617.08
Vendors		
AFLAC	\$	106.03
FEDERAL	\$	8,361.60
IPERS	\$	4,936.21
STATE WD	\$	870.59
Vendor Total	\$	14,274.43

2/27/2026

Payroll Deposit	\$	20,428.72
Vendors		
AFLAC	\$	106.03
FEDERAL	\$	8,422.05
IPERS	\$	4,971.66
STATE WD	\$	879.91
Vendor Total	\$	14,379.65

Report Criteria:

Report type: Summary
 Check.Type = {<>} "Adjustment"
 [Report].Amount = {<>} 0.00

Payee	Description	Amount
MIDAMERICAN ENERGY	GAS/ELECTRIC EMS	4,363.92
VERIZON WIRELESS	PHONE/COMS CHARGES - WATER	657.49
WELLS FARGO CC	SEWER POSTAGE	2,046.68
CITY OF VAN METER	PETTY CASH BALANCE	210.50
SOUTH CENTRAL IOWA LANDFILL	DISPOSAL FEE REC	75.00
AGSOURCE COOPERATIVE SERVICES	DW TESTING	52.80
ALEX CRIMMINS	REF FEES	60.00
AT&T MOBILITY	PD CELL PHONES	281.02
BASE	MONTHLY CAFETERIA	30.00
BOLTON & MENK INC	PLANNING SERVICES	4,828.00
BRYNN MARIE WEITL	REF FEES	30.00
CALVIN VERDI	REF FEES	90.00
CHALLENGER TEAMWEAR	SOCCER REF GEAR	5,178.29
CONTRACTOR SOLUTIONS	SEWER PUMP BUYOUT	417.26
COOPER CHIA	REF FEES	110.00
CULLIGAN	WATER CITY HALL STREETS	97.91
DALLAS CO TREASURER	601 MAIN TAX	1,324.00
DENMAN	AUDIT CLERK	4,100.00
FENIX USA LLC	MONTHLY HOSTING WATER	657.50
FULLER PETROLEUM SERVICE	DIESEL FOR GENERATOR	846.83
GABRIEL JACOBSON	REF FEES	10.00
GARRISON THUMMEL	REF FEES	260.00
GATEHOUSE MEDIA IA HOLDINGS	MINUTES	114.48
GCMOA	FY27 DUES COOKE AND CLIMER	70.00
GENTRY THUMMEL	REF FEES	40.00
HAWKEYE TRUCK EQUIPMENT	SNOW BLADE CUTTING EDGES	1,029.08
HEARTLAND BUSINESSES SYSTEM	MONTHLY IT LIBRARY	19,710.46
HEARTLAND COOP	SHOP SPLIT SEWER	1,275.77
HOLDEN BUSE	BB REF 26 GAMES	500.00
HUDSON SODERHOLM	REF FEES	120.00
I80 CONCRETE	CONCRETE REPAIR	1,875.00
INDUSTRIAL CHEM LABS	LIFT STATION DEGREASER	918.41
IOWA CODE ENFORCEMENT	MONTHLY SERVICE FEE	600.00
IOWA LAW ENFORCEMENT ACADEMY	BASIC TRAINING SCHWAB	5,125.00
IOWA PUMP WORKS INC	SEWER PUMP REPAIR	969.45
JACK DAY	BB REF X9	180.00
JILLIAN MAE THUMMEL	REF FEES	140.00
JILLIAN SODERHOLM	REF FEES	50.00
KONICA MINOLTA	COPIER MAINTENANCE GENERAL	35.80
LOWE'S	SHOP SPLIT STREETS	1,509.24
LYDIA THUMMEL	REF FEES	300.00
MATHESON TRI GAS INC	OXYGEN	43.48
MEDIACOM	CITY HALL INTERNET SEWER SHARE	576.95
MERCY COLLEGE EMS PROGRAM	CUNNINGHAM AND LATARE EMT	2,100.00
MIDWEST BREATHING AIR LLC	OXYGEN ANNUAL	763.90
MOTOROLA	USB DOCK	200.00
MUNICIPAL SUPPLY INC	WATER METER SUPPLIES	1,448.40
NATHAN MARTINEZ	BB REF	160.00
P&M APPAREL	FD TACTICAL SHIRTS	129.00
PLUMB SUPPLY COMPANY	3/4 METER COUPLINGS	930.62
SOUTHERN IA COUNCIL OF GOV	FY2026 CONTRIBUTION	5,119.80
STAR EQUIPMENT LTD	SHOP SPLIT VEHICLES - SEWER	1,379.05
STIVERS FORD	2017 FORD EXPLORER REPAIRS	1,832.77

Payee	Description	Amount
TREAS - ST OF IA SALES TX	SALES TAX SEWER	839.47
VEENSTRA & KIMM INC	MICROSOFT PUBLIC IMPROVEMENTS	116,232.60
W L CONSTRUCTION SUPPLY INC	RESCUE MASTER BLADE	323.00
WASTE CONNECTIONS	GARBAGE CONTRACT	13,465.41
WASTE SOLUTIONS OF IA	KYBOS - MEMORIAL PARK	39.48
WHITFIELD & EDDY PLC	MEETINGS	3,175.50
THE HARTFORD	HARFORD - PARKS	456.34
GATEHOUSE MEDIA IA HOLDINGS	ANNUAL WAGE REPORT	77.84
WELLMARK	HEALTH INSURANCE SEWER	7,822.69
DELTA DENTAL	DENTAL & VISION LIBRARY	522.84
GATEHOUSE MEDIA IA HOLDINGS	COUNCIL MINUTES	135.44
IPERS	IPERS ADJ FIRE	60.84
TREAS - ST OF IA SALES TX	WET TAX	1,904.35
WEX BANK	FUEL SEWER	840.12
ELAN FINANCIAL - EBANK CC	DSM REGISTER	24.00
Grand Totals:		<u>220,893.78</u>

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
001-050-2020	1,098.46	-79,584.94	-78,486.48
001-110-6150	3,205.05	.00	3,205.05
001-110-6230	5,125.00	.00	5,125.00
001-110-6331	294.06	.00	294.06
001-110-6332	285.00	.00	285.00
001-110-6371	101.70	.00	101.70
001-110-6373	465.45	.00	465.45
001-110-6419	2,696.59	.00	2,696.59
001-110-6499	20.68	.00	20.68
001-110-6506	49.00	.00	49.00
001-110-6799	200.00	.00	200.00
001-130-6371	12.79	.00	12.79
001-150-6130	60.84	.00	60.84
001-150-6220	735.00	.00	735.00
001-150-6311	28.90	.00	28.90
001-150-6322	117.62	.00	117.62
001-150-6331	123.45	.00	123.45
001-150-6371	40.68	.00	40.68
001-150-6373	106.66	.00	106.66
001-150-6419	673.68	.00	673.68
001-150-6499	7.75	.00	7.75
001-150-6504	323.00	.00	323.00
001-160-6181	129.00	.00	129.00
001-160-6230	2,100.00	.00	2,100.00
001-160-6331	7.14	.00	7.14
001-160-6332	1,835.77	-3.00	1,832.77
001-160-6371	40.68	.00	40.68
001-160-6373	78.26	.00	78.26
001-160-6499	7.75	.00	7.75
001-160-6521	43.48	.00	43.48
001-210-6150	1,570.69	.00	1,570.69
001-210-6331	134.82	.00	134.82
001-210-6332	459.64	.00	459.64
001-210-6371	171.66	.00	171.66

GL Account	Debit	Credit	Proof
001-210-6373	72.97	.00	72.97
001-210-6417	1,875.00	.00	1,875.00
001-210-6419	1,796.47	.00	1,796.47
001-210-6499	22.21	.00	22.21
001-210-6507	941.05	.00	941.05
001-230-6371	1,266.38	.00	1,266.38
001-250-6723	1,029.08	.00	1,029.08
001-290-6418	272.65	.00	272.65
001-290-6499	13,465.41	.00	13,465.41
001-410-6150	75.14	-1,080.82	-1,005.68
001-410-6215	528.84	.00	528.84
001-410-6230	129.00	.00	129.00
001-410-6371	223.75	.00	223.75
001-410-6373	160.92	.00	160.92
001-410-6419	3,536.55	.00	3,536.55
001-410-6499	29.69	.00	29.69
001-410-6506	181.07	-14.64	166.43
001-430-6150	21.24	.00	21.24
001-430-6371	41.25	.00	41.25
001-430-6373	25.29	.00	25.29
001-430-6419	673.68	.00	673.68
001-430-6505	39.48	.00	39.48
001-440-6150	21.23	.00	21.23
001-440-6371	41.95	.00	41.95
001-440-6373	25.29	.00	25.29
001-440-6419	673.68	.00	673.68
001-440-6499	15.51	.00	15.51
001-440-6503	1,870.00	.00	1,870.00
001-440-6504	5,178.29	.00	5,178.29
001-440-6506	18.75	.00	18.75
001-440-6553	180.00	.00	180.00
001-540-6411	828.00	.00	828.00
001-540-6413	51.00	.00	51.00
001-540-6414	67.36	.00	67.36
001-540-6490	600.00	.00	600.00
001-540-6499	2,757.28	.00	2,757.28
001-610-6150	16.56	.00	16.56
001-610-6419	4,717.62	.00	4,717.62
001-620-6150	718.84	.00	718.84
001-620-6210	5,189.80	.00	5,189.80
001-620-6220	30.00	.00	30.00
001-620-6240	11.00	.00	11.00
001-620-6373	177.73	.00	177.73
001-620-6401	4,100.00	.00	4,100.00
001-620-6414	135.44	.00	135.44
001-620-6419	571.01	.00	571.01
001-620-6499	72.91	.00	72.91
001-620-6506	11.93	.00	11.93
001-620-6508	78.00	.00	78.00
001-640-6411	2,347.50	.00	2,347.50
001-640-6414	124.96	.00	124.96
001-640-6499	24.00	.00	24.00
001-650-6310	346.00	.00	346.00
001-650-6371	775.89	.00	775.89
001-650-6506	148.50	.00	148.50
305-050-2020	.00	-17,066.30	-17,066.30
305-750-6407	17,066.30	.00	17,066.30
315-050-2020	.00	-804.00	-804.00

GL Account	Debit	Credit	Proof
315-750-6490	804.00	.00	804.00
320-050-2020	.00	-1,324.00	-1,324.00
320-750-6418	1,324.00	.00	1,324.00
325-050-2020	.00	-5,024.30	-5,024.30
325-750-6407	4,637.40	.00	4,637.40
325-750-6504	386.90	.00	386.90
335-050-2020	.00	-51,343.84	-51,343.84
335-750-6407	51,343.84	.00	51,343.84
340-050-2020	.00	-40,171.00	-40,171.00
340-750-6407	40,171.00	.00	40,171.00
365-050-2020	.00	-256.78	-256.78
365-750-6407	256.78	.00	256.78
380-050-2020	.00	-4,024.00	-4,024.00
380-750-6490	4,024.00	.00	4,024.00
600-050-2020	482.50	-12,163.60	-11,681.10
600-810-6150	2,450.75	.00	2,450.75
600-810-6220	328.74	.00	328.74
600-810-6230	32.29	.00	32.29
600-810-6240	.00	-212.50	-212.50
600-810-6320	846.83	.00	846.83
600-810-6332	594.46	.00	594.46
600-810-6350	930.62	.00	930.62
600-810-6371	830.16	.00	830.16
600-810-6373	158.61	.00	158.61
600-810-6412	52.80	.00	52.80
600-810-6418	1,904.35	.00	1,904.35
600-810-6419	2,245.59	.00	2,245.59
600-810-6499	37.76	.00	37.76
600-810-6506	11.94	.00	11.94
600-810-6507	797.70	.00	797.70
600-810-6508	78.00	.00	78.00
600-810-6799	863.00	-270.00	593.00
610-050-2020	212.50	-10,924.48	-10,711.98
610-815-6150	1,803.19	.00	1,803.19
610-815-6220	328.76	.00	328.76
610-815-6240	625.00	-212.50	412.50
610-815-6320	969.45	.00	969.45
610-815-6332	594.60	.00	594.60
610-815-6371	817.03	.00	817.03
610-815-6373	244.28	.00	244.28
610-815-6418	566.82	.00	566.82
610-815-6419	2,245.59	.00	2,245.59
610-815-6499	455.03	.00	455.03
610-815-6506	11.93	.00	11.93
610-815-6507	1,266.39	.00	1,266.39
610-815-6508	78.00	.00	78.00
610-815-6599	918.41	.00	918.41
Grand Totals:	<u>224,480.70</u>	<u>224,480.70-</u>	<u>.00</u>

GL Account

Debit

Credit

Proof

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

[Report].Amount = {<>} 0.00

Description	Amount	Description	Amount
1/2 PR CLEARED BANK 12/31	21,051.05	ZIFT RETURN X 2 ON 12/9	99.40
ZIFT RETURN X 2 ON 12/29	127.24		
Grand Totals:			<u>21,277.69</u>

Book Adjustments Section

Signature Section

Dated: 3/3/26

Signed: [Signature]

Signed: _____

Signed: _____

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book adjustments

GENERAL CHECKING (GENERAL CHECKING) (1)
December 31, 2025

Account: 9990001110

Bank Account Number: 21118930

Bank Statement Balance:	2,090,561.79	Book Balance Previous Month:	2,152,576.79
Outstanding Deposits:	1,524.38	Total Receipts:	212,036.12
Outstanding Checks:	35,643.38	Total Disbursements:	286,892.43
Bank Adjustments:	21,277.69	Book Adjustments:	.00
Bank Balance:	2,077,720.48	Book Balance:	2,077,720.48
		Proof (Bank balance less book balance):	.00

Outstanding Deposits Section

Deposit Number	Deposit Amount						
86	1,305.79	88	218.59				
Grand Totals:							1,524.38

Deposits cleared: 63 items Deposits Outstanding: 2 items

Outstanding Checks Section

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
1	157.36	2	192.23	3	104.54	21141	4.70
21513	18.47	21682	9.43	21684	4.72	22159	750.00
23113	83.95	23452	4.62	23929	9.23	24083	100.00
24270	300.00	24391	4.62	25399	23.09	25401	4.62
25498	326.44	25718	180.00	25736	4.62	26419	45.00
26450	336.47	26635	4.62	27529	89.00	27695	20.00
28052	60.00	28470	255.78	28833	23.09	28844	58.25
29097	45.00	29356	10.00	29440	70.00	29779	10.00
30621	20.00	30697	15.00	30711	20.00	30869	20.08
31182	35.00	31294	98.00	31657	17.00	31932	10.00
32019	6.69	32238	25.00	32292	10.00	32293	10.00
32407	8.31	32459	62.50	32537	62.50	32646	21.55
32651	25.00	32902	32.00	32904	42.54	33516	70.00
33543	85.00	33801	40.00	33813	10.00	33814	105.00
33818	70.00	33822	50.00	33830	40.00	33896	95.00
33943	135.00	33980	5.00	34000	328.75	34007	2,964.00
34009	975.00	34019	42.00	34020	13,384.56	11180531	171.28
11180541	7.74	11180542	20.62	260102001	106.03	260102002	7,724.17
260102003	4,620.72	260102004	799.21				
Grand Totals:							35,643.38

Checks cleared: 93 items Checks Outstanding: 74 items

Bank Adjustments Section

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A STATEMENT OF YOUR ACCOUNT
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LAST STATEMENT NO. CREDITS AMOUNT NO. DEBITS AMOUNT STATEMENT BAL
2,336,693.76 + 48 215,521.48 - 91 461,653.45 =2,090,561.79

ITEMIZED TRANSACTIONS	DEBITS	CREDITS	BALANCE
12-01 ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE	(246.37) -104.54 K Kiburz -141.83 J Notz	✓2,509.12	2,339,202.88
12-01 ST OF IA EFT, ST IA EFT NTE*ADC11212500000372543*00002 131734 *VAN METER CITY OF		✓35,284.41	2,374,487.29
12-01 CARDMEMBER SERV, ELECT PYMT 251201 *****5528 D21118930	✓623.00		2,373,864.29
12-01 IA DEPT OF REV, IA REV PAY 251201 4794913 D21118930	✓777.97		2,373,086.32
12-02 Regular deposit		✓1,023.91	2,374,110.23
12-02 Regular deposit		✓6,669.19	2,380,779.42
12-02 WELLS FARGO IFI, ACCTVERIFY 120125 TD0VWG9K65 D21118930		-0.27	2,380,779.69
12-02 WELLS FARGO IFI, ACCTVERIFY 120125 TD0VWG9K7Y D21118930		0.40	2,380,780.09
12-02 ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE		✓1,725.30	2,382,505.39
12-02 WELLS FARGO IFI,ACCTVERIFY ,120125 TD0VWG9K65 D21118930	-0.67		2,382,504.72
12-02 GAN IA LOCALIQ A,descript d4n0kf70i47456k D21118930	✓29.20		2,382,475.52
12-02 DELTAIAGROUP, AGNT PYMNT 1142480487 D21118930	✓762.32		2,381,713.20
12-02 wellmark,EBILLING 1141938157 D21118930	✓10,755.32		2,370,957.88

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-- ITEMIZED TRANSACTIONS -----		DEBITS	CREDITS	BALANCE --
12-02	Check #33515	✓ 10.00		2,370,947.88
12-02	Check #33426	✓ 20.00		2,370,927.88
12-02	Check #33979	✓ 25.00		2,370,902.88
12-02	Check #33904	✓ 190.00		2,370,712.88
12-03	Regular deposit		✓ 686.85	2,371,399.73
12-03	ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE		✓ 755.59	2,372,155.32
12-03	ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT WITHD RAWAL	✓ 5.00		2,372,150.32
12-03	Check #33925	✓ 40.00		2,372,110.32
12-03	Check #33985	✓ 116,517.00		2,255,593.32
12-04	Regular deposit		✓ 796.67	2,256,389.99
12-04	STACK PAY, TRANSFER 877777446		✓ 48.20	2,256,438.19
12-04	D21118930 ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE	(104.54) K Kiburz	✓ 11,585.78	2,268,023.97
12-04	Check #33926	✓ 328.75		2,267,695.22
12-05	Regular deposit		✓ 720.34	2,268,415.56
12-05	ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE		✓ 2,855.36	2,271,270.92
12-05	HARTFORD LIFE AN, PREM RMB925 RMR*IK*570145281856\	✓ 456.34		2,270,814.58
12-05	CITY OF VAN METE, PAYROLL 251204 0	✓ 37,774.95		2,233,039.63
12-05	Check #33942	✓ 105.00		2,232,934.63
12-08	Regular deposit		✓ 1,886.67	2,234,821.30
12-08	ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE		✓ 1,028.60	2,235,849.90
12-09	ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE	(291.63) 192.23 Kiburz 99.40 S Boston	✓ 2572.90	2,236,422.80
12-09	BLUE SOMBRERO, BLSOMBRERO 251208 CITY VAN METER D21118930	✓ 3.00		2,236,419.80

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-- ITEMIZED TRANSACTIONS -----		DEBITS	---	CREDITS	-----	BALANCE	---
12-09	IA DEPT OF REV, IA REV PAY 251209 4905595 D21118930	✓ 776.59				2,235,643.21	
12-09	IA DEPT OF REV, IA REV PAY 251209 4809105 D21118930	✓ 1,516.81				2,234,126.40	
12-09	IRS, USATAXPYMT 120925 270574332794135 D21118930	✓ 14,816.39				2,219,310.01	
12-09	Check #33960	✓ 10.00				2,219,300.01	
12-10	Regular deposit			✓ 1,847.44		2,221,147.45	
12-10	Regular deposit			✓ 8,508.50		2,229,655.95	
12-10	ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE			✓ 198.59		2,229,854.54	
12-10	Check	✓ 92.46				2,229,762.08	
12-10	FORTE PAYMENTS, ACH FEES 251209 14758558 D21118930	✓ 7.74				2,229,754.34	
12-10	FORTE PAYMENTS, ACH FEES 251209 14758559 D21118930	✓ 20.62				2,229,733.72	
12-10	GAN IA LOCALIQ A,descript d4s8m370i479ae8 D21118930	✓ 239.12				2,229,494.60	
12-10	Check #33924	✓ 30.00				2,229,464.60	
12-10	Check #33963	✓ 656.00				2,228,808.60	
12-11	Regular deposit			✓ 436.45		2,229,245.05	
12-11	ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE (192.23)KKiburz			✓ 582.65		2,229,827.70	
12-11	5421485539, CLAIM FUND 251210 156524426037786 D21118930	✓ 466.41				2,229,361.29	
12-12	ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE			✓ 243.43		2,229,604.72	
12-12	Dallas County Tr, ACH Paymen 4500 D21118930			✓ 22,126.93		2,251,731.65	

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-- ITEMIZED TRANSACTIONS -----		DEBITS	---	CREDITS	-----	BALANCE --
12-12	Check #33823	✓ 35.00				2,251,696.65
12-12	Check #34023	✓ 40.00				2,251,656.65
12-12	Check #33996	✓ 59.21				2,251,597.44
12-12	Check #33953	✓ 160.00				2,251,437.44
12-12	Check #33991	✓ 280.10				2,251,157.34
12-12	Check #33999	✓ 512.50				2,250,644.84
12-12	Check #34013	✓ 629.20				2,250,015.64
12-12	Check #34012	✓ 2,829.30				2,247,186.34
12-12	Check #34014	✓ 3,961.00				2,243,225.34
12-12	Check #34002	✓ 4,727.02				2,238,498.32
12-15	ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE			✓ 1,341.68		2,239,840.00
12-15	CITY OF VAN METE, UTILITY 251210 0			✓ 34,286.39		2,274,126.39
12-15	EBANK EFT ACH FEES	✓ 25.00				2,274,101.39
12-15	Check #33990	✓ 16.00				2,274,085.39
12-15	Check #34006	✓ 58.60				2,274,026.79
12-15	Check #34008	✓ 71.60				2,273,955.19
12-15	Check #34017	✓ 400.00				2,273,555.19
12-15	Check #34021	✓ 457.74				2,273,097.45
12-15	Check #34005	✓ 600.00				2,272,497.45
12-15	Check #34022	✓ 7,910.50				2,264,586.95
12-15	Check #33989	✓ 34,292.38				2,230,294.57
12-15	Check #34018	✓ 38,883.50				2,191,411.07
12-16	Regular deposit			✓ 1,836.32		2,193,247.39
12-16	Regular deposit			✓ 3,967.96		2,197,215.35
12-16	ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE			✓ 3,504.32		2,200,719.67
12-16	ST OF IA EFT, ST IA EFT NTE*ADC12112500000432517*00002 131734 *VAN METER CITY OF			✓ 16,467.57		2,217,187.24
12-16	CITY OF VAN METE, UTILITY R16073921151126682 273074 40	✓ 93.01				2,217,094.23
12-16	CITY OF VAN METE, UTILITY R01073921151126637251216256074 97	✓ 108.91		2730		2,216,985.32
				2560		

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-- ITEMIZED TRANSACTIONS -----		DEBITS	---	CREDITS	-----	BALANCE --
12-16	Check #33987	✓ 17.89				2,216,967.43
12-16	Check #33993	✓ 30.00				2,216,937.43
12-16	Check #34010	✓ 42.40				2,216,895.03
12-16	Check #33997	✓ 42.80				2,216,852.23
12-16	Check #34016	✓ 110.75				2,216,741.48
12-16	Check #33988	✓ 177.50				2,216,563.98
12-16	Check #34003	✓ 559.68				2,216,004.30
12-16	Check #33992	✓ 2,153.03				2,213,851.27
12-17	Regular deposit			✓ 285.02		2,214,136.29
12-17	ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE			✓ 336.84		2,215,073.13
12-17	GAN IA LOCALIQ A,descript	✓ 171.28				2,214,901.85
12-17	d50plon0i473n7k D21118930 AFLAC COLUMBUS, ACHPMT 251216 111519092 D21118930	✓ 212.06				2,214,689.79
12-17	WRIGHT EXPRESS, FLEET DEBI 251216 9100013824621 D21118930	✓ 1,162.50				2,213,527.29
12-17	Check #34011	✓ 256.95				2,213,270.34
12-17	Check #33998	✓ 476.00				2,212,794.34
12-17	Check #34015	✓ 871.50				2,211,922.84
12-17	Check #134858	✓ 916.15				2,211,006.69
12-17	Check #33995	✓ 2,119.98				2,208,886.71
12-17	Check #33994	✓ 2,204.00				2,206,682.71
12-17	Check #34004	✓ 26,202.50				2,180,480.21
12-18	Regular deposit			✓ 193.80		2,180,674.01
12-18	ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE			✓ 3,302.65		2,183,976.66
12-18	IPERS, PAYROLL 251217 25305 D21118930	✓ 8,867.15				2,175,109.51
12-19	Regular deposit			✓ 4,236.81		2,179,346.32
12-19	ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE			✓ 251.29		2,179,597.61

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--- ITEMIZED TRANSACTIONS -----		DEBITS	---	CREDITS	-----	BALANCE ---
12-19	Safe deposit box payment	✓ 56.00				2,179,541.61
12-19	IA DEPT OF REV, IA REV PAY 251219 5021864 D21118930	✓ 772.86				2,178,768.75
12-19	IRS, USATAXPYMT 121925 270575314540382 D21118930	✓ 7,540.78				2,171,227.97
12-19	CITY OF VAN METE, PAYROLL 251217 0	✓ 20,428.72				2,150,799.25
12-19	Check #33922	✓ 30.00				2,150,769.25
12-19	Check #34001	✓ 100.00				2,150,669.25
12-19	Check #33915	✓ 100.00				2,150,569.25
12-19	Check #33986	✓ 56,573.00				2,093,996.25
12-22	Regular deposit			✓ 929.94		2,094,926.19
12-22	ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE	*1187.86 588.86 (539)Kkibwz		✓ 49.86		2,094,976.05
12-22	IA DEPT OF REV, IA REV PAY 251222 4944731 D21118930	✓ 1,572.13				2,093,403.92
12-22	IPERS, PAYROLL 251219 25305 D21118930	✓ 9,238.98				2,084,164.94
12-22	Check #34028	✓ 1,365.16				2,082,799.78
12-23	ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE	*1110.11 334.36 127.24 109.51		✓ 32.11		2,082,831.89
12-23	UMB CORP TRUST, UMBCT Fees VAN METER 21 D21118930	✓ 600.00				2,082,231.89
12-23	Check #34025	✓ 76.42				2,082,155.47
12-23	Check #34024	✓ 1,430.00				2,080,725.47
12-24	Regular deposit			✓ 125.00		2,080,850.47
12-24	ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE			✓ 329.09		2,081,179.56
12-24	Check #34026	✓ 35.00				2,081,144.56
12-24	Check #640751	✓ 1,018.08				2,080,126.48

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-- ITEMIZED TRANSACTIONS -----		DEBITS	CREDITS	BALANCE
12-26	ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE	(539) K Kibura	√ 668.29	2,080,794.77
12-26	ST OF IA EFT, ST IA EFT NTE*ADC12222500000463488*00002 131734 *VAN METER CITY OF		√ 34,368.74	2,115,163.51
12-29	Regular deposit		√ 4,885.24	2,120,048.75
12-29	ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE	(127.24) A Krumm (127.24) A Krumm	√ 135.87	2,120,184.62
12-29	BANCORPSV, BANCORPSV 3113231 PREFUND	√ 300.00		2,119,884.62
12-30	ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE		√ 327.59	2,120,212.21
12-30	5421485539, CLAIM FUND 251229 156524426037786 D21118930	√ 675.00		2,119,537.21
12-30	Check #34029	√ 8,220.78		2,111,316.43
12-31	ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE		√ 131.78	2,111,448.21
12-31	CITY OF VAN METE, PAYROLL 251230 0	√ 21,051.05		2,090,397.16
12-31	Check #34027	√ 669.14		2,089,728.02
12-31	Interest paid to account		√ 833.77	2,090,561.79

-- CHECKS -----

CHK #	DATE	AMOUNT	CHK #	DATE	AMOUNT	CHK #	DATE	AMOUNT
	12-10	92.46	√ 33926	12-04	328.75	√ 33988	12-16	177.50
√ 33426	12-02	20.00	√ 33942*	12-05	105.00	√ 33989	12-15	34,292.38
√ 33515*	12-02	10.00	√ 33953*	12-12	160.00	√ 33990	12-15	16.00
√ 33823*	12-12	35.00	√ 33960*	12-09	10.00	√ 33991	12-12	280.10
√ 33904*	12-02	190.00	√ 33963*	12-10	656.00	√ 33992	12-16	2,153.03
√ 33915*	12-19	100.00	√ 33979*	12-02	25.00	√ 33993	12-16	30.00
√ 33922*	12-19	30.00	√ 33985*	12-03	116,517.00	√ 33994	12-17	2,204.00
√ 33924*	12-10	30.00	√ 33986	12-19	56,573.00	√ 33995	12-17	2,119.98
√ 33925	12-03	40.00	√ 33987	12-16	17.89	√ 33996	12-12	59.21

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0021118930 PUBLIC

A STATEMENT OF YOUR ACCOUNT
01-JAN-26 THRU 31-JAN-26

	TOTAL FOR THIS PERIOD	TOTAL YEAR-TO-DATE	PREVIOUS YEAR TOTAL
Total overdraft fees	\$0.00	\$0.00	\$0.00
Total returned item fees	\$0.00	\$0.00	\$0.00
Average balance	\$2,101,968.39		
Number of days	31		

ANNUAL PERCENTAGE YIELD CALCULATION

DAYS IN INTEREST PERIOD	31
AVG BALANCE INT PERIOD	2,101,916.56
AMOUNT OF INTEREST EARNED	803.33
ANNUAL PERCENTAGE YIELD EARNED	0.45%
YEAR TO DATE INTEREST PAID	803.33

NINE FULL SERVICE LOCATIONS TO SERVE YOU

WEST DES MOINES
7300 LAKE DRIVE
WEST DES MOINES, IA 50266
(515) 223-4753

EARLHAM
130 N CHESTNUT AVE.
EARLHAM, IA 50072
(515) 758-2251

DE SOTO
705 GUTHRIE ST.
DE SOTO, IA 50069
(515) 834-2242

DES MOINES
3431 SW 9TH ST.
DES MOINES, IA 50315
(515) 244-5355

DOWNTOWN DES MOINES
1107 KEOSAUQUA WAY
DES MOINES, IA 50309
(515) 883-3100

WOODWARD
217 S. MAIN ST.
WOODWARD, IA 50276
(515) 438-4080

VAN METER
475 MILL ST.
VAN METER, IA 50261
(515) 996-2244

GRANGER
1705 BURR OAK BLVD.
GRANGER, IA 53109
(515) 999-9100

BEVINGTON
203 HWY 92 W
BEVINGTON, IA 50032
(515) 462-5801

①

LIST YOUR OUTSTANDING CHECKS BELOW

CHECK NUMBER	PAYEE	AMOUNT
		\$
TOTAL CHECKS OUTSTANDING (ENTER ON LINE 4):		\$

**THIS FORM IS PROVIDED
TO HELP YOU BALANCE
YOUR CHECKING
ACCOUNT**

②

BALANCE YOUR ACCOUNT BELOW

1. STATEMENT BALANCE	\$
2. ADD DEPOSITS NOT CREDITED ON THIS STATEMENT	\$
	\$
	\$
3. SUB TOTAL	\$
4. SUBTRACT CHECKS OUTSTANDING	\$
5. BALANCE	\$

④

IF YOUR ACCOUNT DOES NOT BALANCE-

- COMPARE CANCELLED CHECKS TO YOUR STATEMENT.
- COMPARE DEPOSIT RECEIPTS TO YOUR CHECKBOOK AND STATEMENT.
- SORT CANCELLED CHECKS BY CHECK NUMBER OR DATE ISSUED AND COMPARE THEM TO YOUR CHECKBOOK.
- CHECK ALL ADDITIONS AND SUBTRACTIONS IN YOUR CHECKBOOK.
- BE SURE THAT ALL BANK CHARGES HAVE BEEN DEDUCTED FROM YOUR CHECKBOOK.
- BE SURE THAT ANY INTEREST EARNED HAS BEEN ADDED TO YOUR CHECKBOOK.

⑤

REPORT ANY DIFFERENCE TO THE AUDITING DEPARTMENT.

③

CHECKBOOK BALANCE	\$
PLUS INTEREST	
LESS BANK CHARGES	\$
LESS STATE TAX	
CHECKBOOK BALANCE	\$

ERROR RESOLUTION FOR CONSUMERS

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS TELEPHONE US AT 515-223-4753

or write us at Earlham Savings Bank, 7300 Lake Drive, West Des Moines, Iowa 50266, as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

(1) Tell us your name and account number (if any).

(2) Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.

(3) Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will credit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation.

DEPOSITED WITH	DESCRIPTION	DOLLARS	CENTS
EBANK EARLHAM SAVINGS BANK	<input checked="" type="checkbox"/> CASH	1607.27	
For <i>City of VM</i>			
Date <i>1-14-26</i>			
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL			
SIGN HERE FOR LESS CASH RECEIVED	TOTAL FROM OTHER BIC		
ACCOUNT NUMBER	LESS CASH RECEIVED		
	TOTAL DEPOSIT	\$	1607.27
	#211 JAN 14 2026		
:5100=0001: 21118930# 42			

01/14/2026 \$1,607.27

DEPOSITED WITH	DESCRIPTION	DOLLARS	CENTS
EBANK EARLHAM SAVINGS BANK	<input checked="" type="checkbox"/> CASH	1329.91	81.00
For <i>City of VM</i>			
Date <i>1-15-26</i>			
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL			
SIGN HERE FOR LESS CASH RECEIVED	TOTAL FROM OTHER BIC		
ACCOUNT NUMBER	LESS CASH RECEIVED		
	TOTAL DEPOSIT	\$	1410.91
	#211 JAN 19 2026		
:5100=0001: 21118930# 42			

01/15/2026 \$1,410.91

DEPOSITED WITH	DESCRIPTION	DOLLARS	CENTS
EBANK EARLHAM SAVINGS BANK	<input checked="" type="checkbox"/> CASH	1480.29	135.00
For <i>City of VM</i>			
Date <i>1-19-26</i>			
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL			
SIGN HERE FOR LESS CASH RECEIVED	TOTAL FROM OTHER BIC		
ACCOUNT NUMBER	LESS CASH RECEIVED		
	TOTAL DEPOSIT	\$	1615.29
	#210 JAN 19 2026		
:5100=0001: 21118930# 42			

01/20/2026 \$1,615.29

DEPOSITED WITH	DESCRIPTION	DOLLARS	CENTS
EBANK EARLHAM SAVINGS BANK	<input checked="" type="checkbox"/> CASH	1670.05	
For <i>City of VM</i>			
Date <i>1-20-26</i>			
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL			
SIGN HERE FOR LESS CASH RECEIVED	TOTAL FROM OTHER BIC		
ACCOUNT NUMBER	LESS CASH RECEIVED		
	TOTAL DEPOSIT	\$	1670.05
	#210 JAN 21 2026		
:5100=0001: 21118930# 42			

01/21/2026 \$1,670.05

DEPOSITED WITH	DESCRIPTION	DOLLARS	CENTS
EBANK EARLHAM SAVINGS BANK	<input checked="" type="checkbox"/> CASH	1515.19	10.00
For <i>City of VM</i>			
Date <i>1-22-26</i>			
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL			
SIGN HERE FOR LESS CASH RECEIVED	TOTAL FROM OTHER BIC		
ACCOUNT NUMBER	LESS CASH RECEIVED		
	TOTAL DEPOSIT	\$	15725.49
	#210 JAN 22 2026		
:5100=0001: 21118930# 42			

01/22/2026 \$15,725.49

DEPOSITED WITH	DESCRIPTION	DOLLARS	CENTS
EBANK EARLHAM SAVINGS BANK	<input checked="" type="checkbox"/> CASH	10.00	
For <i>City of VM</i>			
Date <i>1-27-26</i>			
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL			
SIGN HERE FOR LESS CASH RECEIVED	TOTAL FROM OTHER BIC		
ACCOUNT NUMBER	LESS CASH RECEIVED		
	TOTAL DEPOSIT	\$	10.00
	#210 JAN 27 2026		
:5100=0001: 21118930# 42			

01/27/2026 \$10.00

DEPOSITED WITH	DESCRIPTION	DOLLARS	CENTS
EBANK EARLHAM SAVINGS BANK	<input checked="" type="checkbox"/> CASH	3492.19	
For <i>City of VM</i>			
Date <i>1-26-26</i>			
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL			
SIGN HERE FOR LESS CASH RECEIVED	TOTAL FROM OTHER BIC		
ACCOUNT NUMBER	LESS CASH RECEIVED		
	TOTAL DEPOSIT	\$	3492.19
	#212 JAN 26 2026		
:5100=0001: 21118930# 42			

01/27/2026 \$3,492.19

DEPOSITED WITH	DESCRIPTION	DOLLARS	CENTS
EBANK EARLHAM SAVINGS BANK	<input checked="" type="checkbox"/> CASH	92.00	
For <i>City of VM</i>			
Date <i>1-29-26</i>			
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL			
SIGN HERE FOR LESS CASH RECEIVED	TOTAL FROM OTHER BIC		
ACCOUNT NUMBER	LESS CASH RECEIVED		
	TOTAL DEPOSIT	\$	92.00
	#210 JAN 29 2026		
:5100=0001: 21118930# 42			

01/29/2026 \$92.00

DEPOSITED WITH	DESCRIPTION	DOLLARS	CENTS
EBANK EARLHAM SAVINGS BANK	<input checked="" type="checkbox"/> CASH	4892.09	
For <i>City of Van Meter</i>	#212		
Date <i>1-30-26</i>	JAN 30 2026		
TOTAL DEPOSIT		\$	4892.09

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

ACCOUNT NUMBER: 21118930

01/30/2026 \$4,892.09

Van Meter tradition with a vision P.O. Box 189 Van Meter, Iowa 50251 NO. 033801

CHECK NO. 3807 DATE 1/13/2025 AMOUNT \$40.00

FOR CITY COUNCIL

GABE SCOTT
37228 EAGLE CREST DRIVE
ADEL, IA 50003

BY ORDER OF CITY COUNCIL
Joe Herman
Steve A. Luke

ACCOUNT NUMBER: 21118930

01/14/2026 33801 \$40.00

Van Meter tradition with a vision P.O. Box 160 Van Meter, Iowa 50251 EBANK VAN METER, IOWA NO. 034000

CHECK NO. 34000 DATE 12/08/2025 AMOUNT \$328.75

FOR CITY COUNCIL

FENIX USA LLC
1755 TELSTAR DRIVE SUITE 300
BOONVILLE, MO 64618

BY ORDER OF CITY COUNCIL
Joe Herman
Steve A. Luke

ACCOUNT NUMBER: 21118930

01/06/2026 34000 \$328.75

Van Meter tradition with a vision P.O. Box 189 Van Meter, Iowa 50251 EBANK VAN METER, IOWA NO. 034007

CHECK NO. 34007 DATE 12/08/2025 AMOUNT \$2,964.00

FOR CITY COUNCIL

JFI
306 W INDUSTRIAL RD
CANTON SD 57103

BY ORDER OF CITY COUNCIL
Joe Herman
Steve A. Luke

ACCOUNT NUMBER: 21118930

01/06/2026 34007 \$2,964.00

Van Meter tradition with a vision P.O. Box 160 Van Meter, Iowa 50251 EBANK VAN METER, IOWA NO. 034019

CHECK NO. 34018 DATE 12/08/2025 AMOUNT \$42.00

FOR CITY COUNCIL

UNITY POINT HEALTH AT WORK DES MOINES
8000 UNIVERSITY AVE STE 124
WEST DES MOINES IA 50398

BY ORDER OF CITY COUNCIL
Joe Herman
Steve A. Luke

ACCOUNT NUMBER: 21118930

01/02/2026 34019 \$42.00

Van Meter tradition with a vision P.O. Box 160 Van Meter, Iowa 50251 EBANK VAN METER, IOWA NO. 034020

CHECK NO. 34020 DATE 12/08/2025 AMOUNT \$13,384.56

FOR CITY COUNCIL

WASTE CONNECTIONS
DES MOINES DISTRICT
PO BOX 579029
DALLAS TX 75267-9659

BY ORDER OF CITY COUNCIL
Joe Herman
Steve A. Luke

ACCOUNT NUMBER: 21118930

01/06/2026 34020 \$13,384.56

Van Meter tradition with a vision P.O. Box 189 Van Meter, Iowa 50251 EBANK VAN METER, IOWA NO. 034030

CHECK NO. 34030 DATE 1/09/2026 AMOUNT \$86.28

FOR CITY COUNCIL

ADEL HARDWARE
409 SOUTH 8TH ST
ADEL IA 50003

BY ORDER OF CITY COUNCIL
Joe Herman
Steve A. Luke

ACCOUNT NUMBER: 21118930

01/21/2026 34030 \$86.28

Van Meter tradition with a vision P.O. Box 189 Van Meter, Iowa 50251 EBANK VAN METER, IOWA NO. 034031

CHECK NO. 34031 DATE 1/09/2026 AMOUNT \$352.50

FOR CITY COUNCIL

AGSOURCE COOPERATIVE SERVICES
PO BOX 772818
DETROIT, MI 48277-2818

BY ORDER OF CITY COUNCIL
Joe Herman
Steve A. Luke

ACCOUNT NUMBER: 21118930

01/20/2026 34031 \$352.50

Van Meter
tradition with a vision
P.O. Box 160
Van Meter, Iowa 50281

EBANK
VAN METER, IOWA

NO. 034032

CHECK: 34032 DATE: 1/09/2026 AMOUNT: **750.00**

Seven Hundred Fifty and 00/100 Dollars

PAY TO THE ORDER OF
AMES TRENCHING & EXCAVATING
1506 E LINCOLN WAY
AMES IA 50010

BY ORDER OF CITY COUNCIL
Joe Herman
John A. Clarke

⑆034032⑆ ⑆073921158⑆ 21118930⑆

01/20/2026 34032 \$750.00

Van Meter
tradition with a vision
P.O. Box 160
Van Meter, Iowa 50281

EBANK
VAN METER, IOWA

NO. 034033

CHECK: 34033 DATE: 1/09/2026 AMOUNT: **283.14**

Two Hundred Eighty-three and 14/100 Dollars

PAY TO THE ORDER OF
AT&T MOBILITY
PO BOX 6463
CAROL STREAM IL 60197-6463

BY ORDER OF CITY COUNCIL
Joe Herman
John A. Clarke

⑆034033⑆ ⑆073921158⑆ 21118930⑆

01/16/2026 34033 \$283.14

Van Meter
tradition with a vision
P.O. Box 160
Van Meter, Iowa 50281

EBANK
VAN METER, IOWA

NO. 034034

CHECK: 34034 DATE: 1/09/2026 AMOUNT: **274.17**

Two Hundred Seventy-four and 17/100 Dollars

PAY TO THE ORDER OF
BANNER FIRE EQUIPMENT
4289 INDUSTRIAL DRIVE
ROXANA, IL 62084

BY ORDER OF CITY COUNCIL
Joe Herman
John A. Clarke

⑆034034⑆ ⑆073921158⑆ 21118930⑆

01/20/2026 34034 \$274.17

Van Meter
tradition with a vision
P.O. Box 160
Van Meter, Iowa 50281

EBANK
VAN METER, IOWA

NO. 034035

CHECK: 34035 DATE: 1/09/2026 AMOUNT: **30.00**

Thirty and 00/100 Dollars

PAY TO THE ORDER OF
BASE
801 VISION PARKWAY
ADEL, IA 50003

BY ORDER OF CITY COUNCIL
Joe Herman
John A. Clarke

⑆034035⑆ ⑆073921158⑆ 21118930⑆

01/23/2026 34035 \$30.00

Van Meter
tradition with a vision
P.O. Box 160
Van Meter, Iowa 50281

EBANK
VAN METER, IOWA

NO. 034036

CHECK: 34036 DATE: 1/09/2026 AMOUNT: **15,128.00**

Fifteen Thousand One Hundred Twenty-eight and 00/100 Dollars

PAY TO THE ORDER OF
BOLTON & MENK INC
1900 PREMIER DR
MANKATO MN 56001-5900

BY ORDER OF CITY COUNCIL
Joe Herman
John A. Clarke

⑆034036⑆ ⑆073921158⑆ 21118930⑆

01/22/2026 34036 \$15,128.00

Van Meter
tradition with a vision
P.O. Box 160
Van Meter, Iowa 50281

EBANK
VAN METER, IOWA

NO. 034037

CHECK: 34037 DATE: 1/09/2026 AMOUNT: **1,220.00**

One Thousand Two Hundred Twenty and 00/100 Dollars

PAY TO THE ORDER OF
CASELLE LLC
1656 S EAST BAY BLVD
SUITE 100
PROVO, UT 84606

BY ORDER OF CITY COUNCIL
Joe Herman
John A. Clarke

⑆034037⑆ ⑆073921158⑆ 21118930⑆

01/20/2026 34037 \$1,220.00

Van Meter
tradition with a vision
P.O. Box 160
Van Meter, Iowa 50281

EBANK
VAN METER, IOWA

NO. 034038

CHECK: 34038 DATE: 1/09/2026 AMOUNT: **783.22**

Seven Hundred Eighty-three and 22/100 Dollars

PAY TO THE ORDER OF
CHALLENGER TEAMWEAR
8283 FLINT
LENEXA KS 66214

BY ORDER OF CITY COUNCIL
Joe Herman
John A. Clarke

⑆034038⑆ ⑆073921158⑆ 21118930⑆

01/21/2026 34038 \$783.22

Van Meter
tradition with a vision
P.O. Box 160
Van Meter, Iowa 50281

EBANK
VAN METER, IOWA

NO. 034039

CHECK: 34039 DATE: 1/09/2026 AMOUNT: **1,515.48**

One Thousand Five Hundred Fifteen and 48/100 Dollars

PAY TO THE ORDER OF
CONTINENTAL RESEARCH CORP
PO BOX 16204
ST LOUIS MO 63110

BY ORDER OF CITY COUNCIL
Joe Herman
John A. Clarke

⑆034039⑆ ⑆073921158⑆ 21118930⑆

01/21/2026 34039 \$1,515.48

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 034040

CHECK 34040 DATE 1/09/2026 AMOUNT **2,124.00**

Two Thousand One Hundred Twenty-four and 00/100 Dollars

PAY TO THE ORDER OF
CONTRACTOR SOLUTIONS
5325 NW 2ND AVENUE
DES MOINES IA 50313

BY ORDER OF CITY COUNCIL
Joe Herman
Scott A. Ceble

⑆034040⑆ ⑆073921158⑆ 21118930⑆

01/21/2026 34040 \$2,124.00

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 034041

CHECK 34041 DATE 1/09/2026 AMOUNT **67.11**

Sixty-seven and 11/100 Dollars

PAY TO THE ORDER OF
CULLIGAN
518 GREENE ST
ADEL IA 50009-0100

BY ORDER OF CITY COUNCIL
Joe Herman
Scott A. Ceble

⑆034041⑆ ⑆073921158⑆ 21118930⑆

01/16/2026 34041 \$67.11

Van Meter
tradition with a vision

P.O. Box 160
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 034042

CHECK 34042 DATE 1/09/2026 AMOUNT **154.51**

One Hundred Fifty-four and 51/100 Dollars

PAY TO THE ORDER OF
DANE BERNHARDT
31193 NAPA VALLEY CREST
WAUKEE IA 50263

BY ORDER OF CITY COUNCIL
Joe Herman
Scott A. Ceble

⑆034042⑆ ⑆073921158⑆ 21118930⑆

01/16/2026 34042 \$154.51

Van Meter
tradition with a vision

P.O. Box 160
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 034043

CHECK 34043 DATE 1/09/2026 AMOUNT **13,000.00**

Thirteen Thousand and 00/100 Dollars

PAY TO THE ORDER OF
DENMAN
1801 22ND ST SUITE 400
WEST DES MOINES, IA 50266

BY ORDER OF CITY COUNCIL
Joe Herman
Scott A. Ceble

⑆034043⑆ ⑆073921158⑆ 21118930⑆

01/16/2026 34043 \$13,000.00

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 034044

CHECK 34044 DATE 1/09/2026 AMOUNT **4,425.00**

Four Thousand Four Hundred Twenty-five and 00/100 Dollars

PAY TO THE ORDER OF
DKON ENGINEERING INC
1104 THIRD AVE
LAKE ODESSA MI 48849

BY ORDER OF CITY COUNCIL
Joe Herman
Scott A. Ceble

⑆034044⑆ ⑆073921158⑆ 21118930⑆

01/22/2026 34044 \$4,425.00

Van Meter
tradition with a vision

P.O. Box 160
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 034045

CHECK 34045 DATE 1/09/2026 AMOUNT **23.75**

Twenty-three and 75/100 Dollars

PAY TO THE ORDER OF
ELECTRONIC ENGINEERING
1100 KEO WAY
DES MOINES IA 50309

BY ORDER OF CITY COUNCIL
Joe Herman
Scott A. Ceble

⑆034045⑆ ⑆073921158⑆ 21118930⑆

01/16/2026 34045 \$23.75

Van Meter
tradition with a vision

P.O. Box 160
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 034046

CHECK 34046 DATE 1/09/2026 AMOUNT **328.75**

Three Hundred Twenty-eight and 75/100 Dollars

PAY TO THE ORDER OF
FENIX USA LLC
1735 TELSTAR DRIVE SUITE 300
BOX 500
CO 80920

BY ORDER OF CITY COUNCIL
Joe Herman
Scott A. Ceble

⑆034046⑆ ⑆073921158⑆ 21118930⑆

01/29/2026 34046 \$328.75

Van Meter
tradition with a vision

P.O. Box 160
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 034047

CHECK 34047 DATE 1/09/2026 AMOUNT **1,479.55**

One Thousand Four Hundred Seventy-nine and 55/100 Dollars

PAY TO THE ORDER OF
FIRE SAFETY USA
3233 19TH ST NW
ROCHESTER, MN 55901

BY ORDER OF CITY COUNCIL
Joe Herman
Scott A. Ceble

⑆034047⑆ ⑆073921158⑆ 21118930⑆

01/20/2026 34047 \$1,479.55

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50281

EBANK
VAN METER, IOWA

NO. 034048

CHECK 34048 DATE 1/09/2026 AMOUNT **100.00**

One Hundred and 00/100 Dollars

PAY TO THE ORDER OF
FIRE SERVICE TRAINING BUREAU
7105 NW 70TH AVE
BLDG 3536 B-69
JOHNSTON IA 50131-1824

BY ORDER OF CITY COUNCIL
John Herman

#034048# #073921158# 21118930#

01/23/2026 34048 \$100.00

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50281

EBANK
VAN METER, IOWA

NO. 034049

CHECK 34049 DATE 1/09/2026 AMOUNT **365.27**

Three Hundred Sixty-five and 27/100 Dollars

PAY TO THE ORDER OF
FREEDOM TIRE AND AUTO
10086 HICKMAN ROAD
URBANDALE, IA 50322

BY ORDER OF CITY COUNCIL
John Herman

#034049# #073921158# 21118930#

01/20/2026 34049 \$365.27

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50281

EBANK
VAN METER, IOWA

NO. 034051

70740 168631

CHECK 34051 DATE 1/09/2026 AMOUNT **1,378.14**

One Thousand Three Hundred Seventy-eight and 14/100 Dollars

PAY TO THE ORDER OF
HAWKEYE TRUCK EQUIPMENT
5800 2ND AVE
PO BOX 3283
DES MOINES IA 50318-0283

BY ORDER OF CITY COUNCIL
John Herman

#034051# #073921158# 21118930#

01/20/2026 34051 \$1,378.14

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50281

EBANK
VAN METER, IOWA

NO. 034052

CHECK 34052 DATE 1/09/2026 AMOUNT **10,677.00**

Ten Thousand Six Hundred Seventy-seven and 00/100 Dollars

PAY TO THE ORDER OF
HEARTLAND BUSINESS SYSTEM
PO BOX 858846
MINNEAPOLIS MN 55465-8846

BY ORDER OF CITY COUNCIL
John Herman

#034052# #073921158# 21118930#

01/16/2026 34052 \$10,677.00

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50281

EBANK
VAN METER, IOWA

NO. 034053

CHECK 34053 DATE 1/09/2026 AMOUNT **648.27**

Six Hundred Forty-eight and 27/100 Dollars

PAY TO THE ORDER OF
INDUSTRIAL CHEM LABS
55-G BRROK AVENUE
DEER PARK NY 11729-7200

BY ORDER OF CITY COUNCIL
John Herman

#034053# #073921158# 21118930#

01/21/2026 34053 \$648.27

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50281

EBANK
VAN METER, IOWA

NO. 034054

CHECK 34054 DATE 1/09/2026 AMOUNT **11.70**

Eleven and 70/100 Dollars

PAY TO THE ORDER OF
INTERSTATE ALL BATTERY CENTER
1090 73RD STREET
WINDSOR HEIGHTS IA 50324

BY ORDER OF CITY COUNCIL
John Herman

#034054# #073921158# 21118930#

01/20/2026 34054 \$11.70

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50281

EBANK
VAN METER, IOWA

NO. 034055

CHECK 34055 DATE 1/09/2026 AMOUNT **38,353.75**

Thirty-eight Thousand Three Hundred Fifty-three and 75/100 Dollars

PAY TO THE ORDER OF
INVISION
PO BOX 1800
WATERLOO, IA 50704-1800

BY ORDER OF CITY COUNCIL
John Herman

#034055# #073921158# 21118930#

01/21/2026 34055 \$38,353.75

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50281

EBANK
VAN METER, IOWA

NO. 034056

CHECK 34056 DATE 1/09/2026 AMOUNT **600.00**

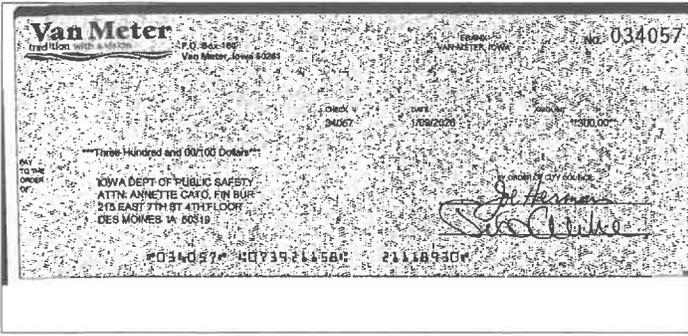
Six Hundred and 00/100 Dollars

PAY TO THE ORDER OF
IOWA CODE ENFORCEMENT
2538 GLENNOR RD
DES MOINES, IA 50310

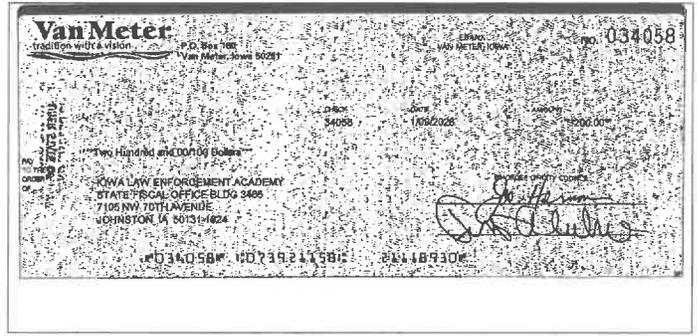
BY ORDER OF CITY COUNCIL
John Herman

#034056# #073921158# 21118930#

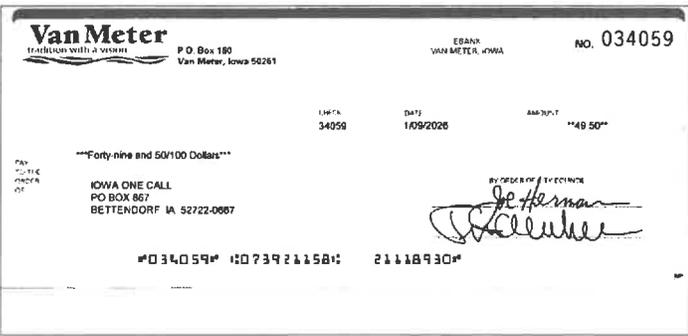
01/16/2026 34056 \$600.00



01/21/2026 34057 \$300.00



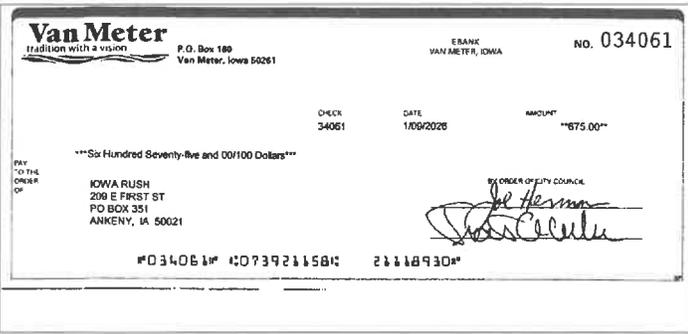
01/30/2026 34058 \$200.00



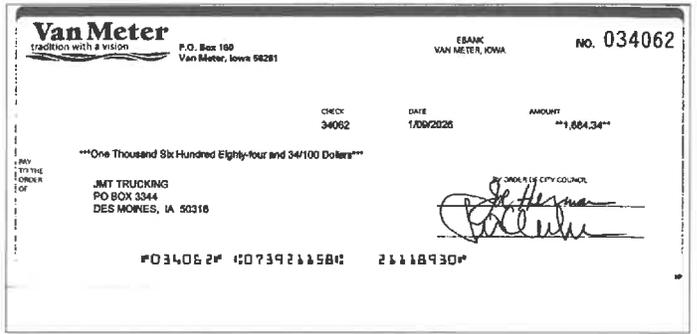
01/20/2026 34059 \$49.50



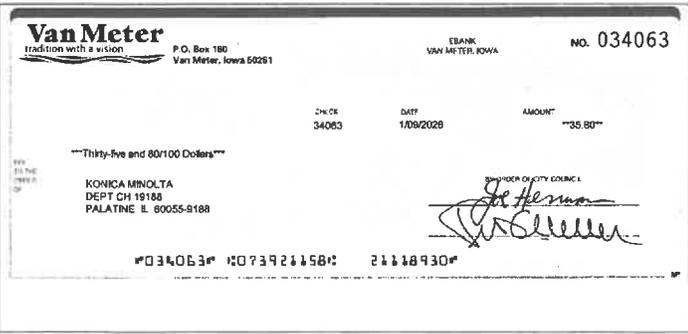
01/16/2026 34060 \$687.65



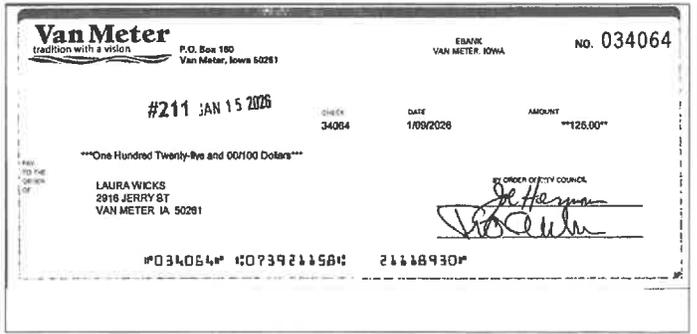
01/29/2026 34061 \$675.00



01/23/2026 34062 \$1,684.34



01/22/2026 34063 \$35.80



01/15/2026 34064 \$125.00

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 034065

CHECK 34065 DATE 1/09/2026 AMOUNT ***413.37**

Four Hundred Thirteen and 37/100 Dollars

PAY TO THE ORDER OF
LOWES
PO BOX 698821
DALLAS TX 75268-0775

BY ORDER OF CITY COUNCIL
John Herman
Steve Aulick

⑆034065⑆ ⑆073921158⑆ 21118930⑆

01/20/2026 34065 \$413.37

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 034066

CHECK 34066 DATE 1/09/2026 AMOUNT ***43.48**

Forty three and 48/100 Dollars

PAY TO THE ORDER OF
MATHESON TRIGAS INC
DEPT 3028 PO BOX 123028
DALLAS TX 75312

BY ORDER OF CITY COUNCIL
John Herman
Steve Aulick

⑆034066⑆ ⑆073921158⑆ 21118930⑆

01/21/2026 34066 \$43.48

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 034067

CHECK 34067 DATE 1/09/2026 AMOUNT ***406.95**

Four Hundred Six and 95/100 Dollars

PAY TO THE ORDER OF
MEDACOM
PO BOX 5744
CAROL STREAM IL 60197-5744

BY ORDER OF CITY COUNCIL
John Herman
Steve Aulick

⑆034067⑆ ⑆073921158⑆ 21118930⑆

01/20/2026 34067 \$406.95

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 034068

CHECK 34068 DATE 1/09/2026 AMOUNT ***3,927.29**

Three Thousand Nine Hundred Twenty-seven and 29/100 Dollars

PAY TO THE ORDER OF
MIDAMERICAN ENERGY
PO BOX 8020
DAVENPORT IA 52808-8020

BY ORDER OF CITY COUNCIL
John Herman
Steve Aulick

⑆034068⑆ ⑆073921158⑆ 21118930⑆

01/16/2026 34068 \$3,927.29

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 034070

CHECK 34070 DATE 1/09/2026 AMOUNT ***3,850.00**

Three Thousand Eight Hundred Fifty and 00/100 Dollars

PAY TO THE ORDER OF
MUNICIPAL SUPPLY INC
1550 NE 51ST AVENUE
DES MOINES IA 50313

BY ORDER OF CITY COUNCIL
John Herman
Steve Aulick

⑆034070⑆ ⑆073921158⑆ 21118930⑆

01/16/2026 34070 \$3,850.00

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 034071

CHECK 34071 DATE 1/09/2026 AMOUNT ***1,026.00**

One Thousand Twenty-six and 00/100 Dollars

PAY TO THE ORDER OF
NYEMASTER GOODE, P.C.
700 WALNUT SUITE 1300
DES MOINES, IA 50309

BY ORDER OF CITY COUNCIL
John Herman
Steve Aulick

⑆034071⑆ ⑆073921158⑆ 21118930⑆

01/21/2026 34071 \$1,026.00

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 034072

CHECK 34072 DATE 1/09/2026 AMOUNT ***242.00**

Two Hundred Forty-two and 00/100 Dollars

PAY TO THE ORDER OF
RADAR & LIDAR SHOP INC
1601 GROVE ST
WICHITA KS 67211

BY ORDER OF CITY COUNCIL
John Herman
Steve Aulick

⑆034072⑆ ⑆073921158⑆ 21118930⑆

01/20/2026 34072 \$242.00

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 034073

CHECK 34073 DATE 1/09/2026 AMOUNT ***14,605.12**

Fourteen Thousand Six Hundred Five and 12/100 Dollars

PAY TO THE ORDER OF
RD MCKINNEY PLUMBING
PO BOX 434
WALUKEE, IA 50283

BY ORDER OF CITY COUNCIL
John Herman
Steve Aulick

⑆034073⑆ ⑆073921158⑆ 21118930⑆

01/16/2026 34073 \$14,605.12

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 034074

CHECK NO. 34074 DATE 1/09/2026 AMOUNT ***178.66**

One Hundred Seventy-eight and 66/100 Dollars

PAY TO THE ORDER OF
STAR EQUIPMENT LTD
PO BOX 8438
DES MOINES IA 50301

BY ORDER OF CITY COUNCIL
Joe Herman
Christine

⑆034074⑆ ⑆073921158⑆ 21118930⑆

01/16/2026 34074 \$178.66

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 034075

CHECK NO. 34075 DATE 1/09/2026 AMOUNT ***129.50**

One Hundred Twenty-nine and 50/100 Dollars

PAY TO THE ORDER OF
TRAVIS COOKE
204 S. 64TH ST
UNIT 12203
WEST DES MOINES IA 50266

BY ORDER OF CITY COUNCIL
Joe Herman
Christine

⑆034075⑆ ⑆073921158⑆ 21118930⑆

01/14/2026 34075 \$129.50

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 034076

CHECK NO. 34076 DATE 1/09/2026 AMOUNT ***25,669.30**

Twenty-five Thousand Six Hundred Sixty-nine and 30/100 Dollars

PAY TO THE ORDER OF
VEENSTRA & KIMM INC
8775 VISTA DRIVE
WEST DES MOINES IA 50266

BY ORDER OF CITY COUNCIL
Joe Herman
Christine

⑆034076⑆ ⑆073921158⑆ 21118930⑆

01/20/2026 34076 \$25,669.30

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 034077

CHECK NO. 34077 DATE 1/09/2026 AMOUNT ***689.75**

Six Hundred Eighty-nine and 75/100 Dollars

PAY TO THE ORDER OF
VERZON WIRELESS
PO BOX 18810
NEWARK NJ 07101-8810

BY ORDER OF CITY COUNCIL
Joe Herman
Christine

⑆034077⑆ ⑆073921158⑆ 21118930⑆

01/20/2026 34077 \$689.75

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 034079

CHECK NO. 34079 DATE 1/09/2026 AMOUNT ***165.74**

One Hundred Sixty-five and 74/100 Dollars

PAY TO THE ORDER OF
WASTE SOLUTIONS OF IA
PO BOX 938
DES MOINES IA 50304
40880

BY ORDER OF CITY COUNCIL
Joe Herman
Christine

⑆034079⑆ ⑆073921158⑆ 21118930⑆

01/20/2026 34079 \$165.74

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 034080

CHECK NO. 34080 DATE 1/09/2026 AMOUNT ***3.98**

Three and 98/100 Dollars

PAY TO THE ORDER OF
WALKEE HARDWARE & RENT IT
380 6TH STREET
PO BOX 830
WALKEE IA 50263

BY ORDER OF CITY COUNCIL
Joe Herman
Christine

⑆034080⑆ ⑆073921158⑆ 21118930⑆

01/21/2026 34080 \$3.98

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 034081

CHECK NO. 34081 DATE 01/27/2026 AMOUNT ***461.75**

Four Hundred Sixty-one and 75/100 Dollars

PAY TO THE ORDER OF
JOELE ANDERS
2748 RICHARD CIRCLE
VAN METER IA 50261

BY ORDER OF CITY COUNCIL
Joe Herman
Christine

⑆034081⑆ ⑆073921158⑆ 21118930⑆

01/27/2026 34081 \$461.75

Van Meter
tradition with a vision

P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 034082

CHECK NO. 34082 DATE 01/26/2026 AMOUNT ***461.75**

Four Hundred Sixty-one and 75/100 Dollars

PAY TO THE ORDER OF
EDITH A WESTFALL
405 4TH AVE PO BOX 180
VAN METER IA 50261

BY ORDER OF CITY COUNCIL
Joe Herman
Christine

⑆034082⑆ ⑆073921158⑆ 21118930⑆

01/26/2026 34082 \$461.75

Van Meter
tradition with a vision
P.O. Box 183
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 034083

CHECK 34083 DATE 1/23/2026 AMOUNT **10.00**

Ten and 00/100 Dollars

PAY TO THE ORDER OF
JESTER INSURANCE SERVICE
611 - 5TH AVE SUITE 150
DES MOINES IA 50309

BY ORDER OF CITY COUNCIL
[Signature]
[Signature]

⑆034083⑆ ⑆073921158⑆ 21118930⑆

01/27/2026 34083 \$10.00

Van Meter
tradition with a vision
P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 034084

CHECK 34084 DATE 1/23/2026 AMOUNT **1,661.51**

One Thousand Six Hundred Sixty-one and 51/100 Dollars

PAY TO THE ORDER OF
WELLS FARGO CC
ELITE CARD PAYMENT CENTER
PO BOX 77096
MINNEAPOLIS, MN 55480-7786

BY ORDER OF CITY COUNCIL
[Signature]
[Signature]

⑆034084⑆ ⑆073921158⑆ 21118930⑆

01/26/2026 34084 \$1,661.51

Van Meter
tradition with a vision
P.O. Box 180
Van Meter, Iowa 50261

EBANK
VAN METER, IOWA

NO. 034085

CHECK 34085 DATE 1/28/2026 AMOUNT **750.00**

Seven Hundred Fifty and 00/100 Dollars

PAY TO THE ORDER OF
US POSTMASTER
VAN METER IA 50261

BY ORDER OF CITY COUNCIL
[Signature]
[Signature]

⑆034085⑆ ⑆073921158⑆ 21118930⑆

01/30/2026 34085 \$750.00

Description	Amount	Description	Amount
ZIFT RETURN X 2 ON 12/9	99.40	ZIFT RETURN X 2 ON 12/29	127.24
Grand Totals:			226.64

Book Adjustments Section

Signature Section

Dated: 3/3/26

Signed: Lisa Janet

Signed: _____

Signed: _____

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book adjustments

GENERAL CHECKING (GENERAL CHECKING) (1)
January 31, 2026

Account: 9990001110

Bank Account Number: 21118930

Bank Statement Balance:	2,090,681.40	Book Balance Previous Month:	2,077,720.48
Outstanding Deposits:	5,283.06	Total Receipts:	272,011.85
Outstanding Checks:	44,852.66	Total Disbursements:	298,393.89
Bank Adjustments:	226.64	Book Adjustments:	.00
Bank Balance:	2,051,338.44	Book Balance:	2,051,338.44
		Proof (Bank balance less book balance):	.00

Outstanding Deposits Section

Deposit Number	Deposit Amount						
53	3,814.88	83	751.47	85	327.50	86	274.30
88	114.91						
Grand Totals:							<u>5,283.06</u>

Deposits cleared: 54 items Deposits Outstanding: 5 items

Outstanding Checks Section

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
1	108.91	1	157.36	2	93.01	2	192.23
3	104.54	21141	4.70	21513	18.47	21682	9.43
21684	4.72	22159	750.00	23113	83.95	23452	4.62
23929	9.23	24083	100.00	24270	300.00	24391	4.62
25399	23.09	25401	4.62	25498	326.44	25718	180.00
25736	4.62	26419	45.00	26450	336.47	26635	4.62
27529	89.00	27695	20.00	28052	60.00	28470	255.78
28833	23.09	28844	58.25	29097	45.00	29356	10.00
29440	70.00	29779	10.00	30621	20.00	30697	15.00
30711	20.00	30869	20.08	31182	35.00	31294	98.00
31657	17.00	31932	10.00	32019	6.69	32238	25.00
32292	10.00	32293	10.00	32407	8.31	32459	62.50
32537	62.50	32646	21.55	32651	25.00	32902	32.00
32904	42.54	33516	70.00	33543	85.00	33813	10.00
33814	105.00	33818	70.00	33822	50.00	33830	40.00
33896	95.00	33943	135.00	33980	5.00	34009	975.00
34050	7,500.00	34069	574.00	34078	13,559.66	11180531	171.28
260102003	4,620.72	260102004	799.21	260102007	5,263.78	260102008	907.16
263001002	4,896.86	263001003	867.05				
Grand Totals:							<u>44,852.66</u>

Checks cleared: 88 items Checks Outstanding: 74 items

Bank Adjustments Section

CITY OF VAN METER
PO BOX 160
VAN METER, IA 50261

PAGE 1

0021118930 PUBLIC

A STATEMENT OF YOUR ACCOUNT
01-JAN-26 THRU 31-JAN-26

LAST STATEMENT	NO. CREDITS	AMOUNT	NO. DEBITS	AMOUNT	STATEMENT BAL
2,090,561.79 +	66	268,253.17 -	82	268,133.56	=2,090,681.40
-- ITEMIZED TRANSACTIONS ----- DEBITS --- CREDITS ----- BALANCE --					
1-02	ZIFT ZIP1, REMITTANCE			✓1,305.79	2,091,867.58
	931401282467850 MERCHANT REMIT TANCE				
1-02	CARDMEMBER SERV, ELECT PYMT		✓24.00		2,091,843.58
	260101 *****5528				
	D21118930				
1-02	IRS, USATAXPYMT		✓7,724.17		2,084,119.41
	010226 270640271875503				
	D21118930				
1-02	Check #34019		✓42.00		2,084,077.41
1-05	ZIFT ZIP1, REMITTANCE			✓218.59	2,084,296.00
	931401282467850 MERCHANT REMIT TANCE				
1-05	ZIFT ZIP1, REMITTANCE		✓17.50		2,084,278.50
	931401282467850 MERCHANT WITHD RAWAL				
1-05	5421485539, CLAIM FUND		✓63.00		2,084,215.50
	260102 156524426037786				
	D21118930				
1-05	DELTAIAGROUP, AGNT PYMNT		✓338.88		2,083,876.62
	1173793967				
	D21118930				
1-05	wellmark,EBILLING		✓7,090.09		2,076,786.53
	1173004167 D21118930				
1-06	Regular deposit			✓593.61	2,077,380.14
1-06	Regular deposit			✓66,801.02	2,144,181.16
1-06	STACK PAY, TRANSFER			513.41 S	2,144,694.57
	885567017				
	D21118930				
1-06	STACK PAY, TRANSFER			658.21 S	2,145,352.78
	885567177				
	D21118930				
1-06	STACK PAY, TRANSFER			1,391.78 S	2,146,744.56
	885564383				
	D21118930				

CITY OF VAN METER
PO BOX 160
VAN METER, IA 50261

0021118930 PUBLIC

A STATEMENT OF YOUR ACCOUNT
01-JAN-26 THRU 31-JAN-26

-- ITEMIZED TRANSACTIONS -----		DEBITS	CREDITS	BALANCE --
1-06	ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE		✓ 1,826.29 <i>888.26</i>	2,148,570.85
1-06	5421485539, CLAIM FUND 260105 156524426037786 D21118930	✓ 276.34	<i>241.53</i> <i>102.50</i>	2,148,294.51
1-06	Check #34000	✓ 328.75		2,147,965.76
1-06	Check #34007	✓ 2,964.00		2,145,001.76
1-06	Check #34020	✓ 13,384.56		2,131,617.20
1-07	Regular deposit		✓ 917.04	2,132,534.24
1-07	ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE		✓ 307.67	2,132,841.91
1-07	STACK PAY, TRANSFER 886059978 D21118930		1,691.69 S	2,134,533.60
1-07	Check	✓ 200.00		2,134,333.60
1-07	HARTFORD LIFE AN, PREMRMB103 RMR*IK*570505646948\	✓ 456.34		2,133,877.26
1-08	STACK PAY, TRANSFER 886341968 D21118930		1,519.95 S	2,135,397.21
1-08	ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE		✓ 2,453.87	2,137,851.08
1-09	Regular deposit		✓ 597.28	2,138,448.36
1-09	Regular deposit		✓ 1,224.01	2,139,672.37
1-09	ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE		✓ 602.55	2,140,274.92
1-09	STACK PAY, TRANSFER 886607082 D21118930		693.95 S	2,140,968.87
1-12	STACK PAY, TRANSFER 886892140 D21118930		1,089.90 S	2,142,058.77
1-12	ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE		✓ 1,323.20 <i>1235.51</i> <i>87.69</i>	2,143,381.97

CITY OF VAN METER
PO BOX 160
VAN METER, IA 50261

0021118930 PUBLIC

A STATEMENT OF YOUR ACCOUNT
01-JAN-26 THRU 31-JAN-26

-- ITEMIZED TRANSACTIONS -----		DEBITS	CREDITS	BALANCE
1-13	Regular deposit		✓ 513.43	2,143,895.40
1-13	Regular deposit		✓ 2,893.91	2,146,789.31
1-13	STACK PAY, TRANSFER 887425668 D21118930		372.37 \$	2,147,161.68
1-13	STACK PAY, TRANSFER 887422073 D21118930		606.15 \$	2,147,767.83
1-13	STACK PAY, TRANSFER 887422941 D21118930		665.17 \$	2,148,433.00
1-13	ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE	<i>678.88 1104.17 1440.24</i>	✓ 3,223.39	2,151,656.39
1-14	Regular deposit		✓ 1,607.27	2,153,263.66
1-14	STACK PAY, TRANSFER 887732554 D21118930		227.68 \$	2,153,491.34
1-14	ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE		✓ 582.12	2,154,073.46
1-14	Dallas County Tr, ACH Paymen 4500 D21118930		✓ 4,081.99	2,158,155.45
1-14	Check #33801	✓ 40.00		2,158,115.45
1-14	Check #34075	✓ 129.50		2,157,985.95
1-15	Regular deposit		✓ 1,410.91	2,159,396.86
1-15	ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE		✓ 2,544.54	2,161,941.40
1-15	CITY OF VAN METE, UTILITY 260114 0		✓ 3,065.25	2,195,006.65
1-15	EBANK EFT ACH FEES	✓ 25.00		2,194,981.65
1-15	CITY OF VAN METE, UTILITY 260114 600150003 D21118930	✓ 83.08		2,194,898.57
1-15	Check #34064	✓ 125.00		2,194,773.57
1-16	STACK PAY, TRANSFER 888273235 D21118930		1,195.20 \$	2,195,968.77

CITY OF VAN METER
PO BOX 160
VAN METER, IA 50261

0021118930 PUBLIC

A STATEMENT OF YOUR ACCOUNT
01-JAN-26 THRU 31-JAN-26

ITEMIZED TRANSACTIONS	DEBITS	CREDITS	BALANCE
1-16 ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE		✓ 1,934.44	2,197,903.21
1-16 CITY OF VAN METE, UTILITY R02073921151130676 273074 40	✓ 191.35		2,197,711.86
1-16 WRIGHT EXPRESS, FLEET DEBI 260115 9100013824621 D21118930	✓ 1,454.00	2730	2,196,257.86
1-16 IA DEPT OF REV, IA REV PAY 260116 5076785 D21118930	✓ 1,820.59		2,194,437.27
1-16 IRS, USATAXPYMT 011626 270641671379256 D21118930	✓ 10,406.75		2,184,030.52
1-16 CITY OF VAN METE, PAYROLL 260115 0	✓ 32,100.38		2,151,930.14
1-16 Check #34045	✓ 23.75		2,151,906.39
1-16 Check #34041	✓ 67.11		2,151,839.28
1-16 Check #34042	✓ 154.51		2,151,684.77
1-16 Check #34074	✓ 178.66		2,151,506.11
1-16 Check #34033	✓ 283.14		2,151,222.97
1-16 Check #34056	✓ 600.00		2,150,622.97
1-16 Check #34060	✓ 687.65		2,149,935.32
1-16 Check #34070	✓ 3,850.00		2,146,085.32
1-16 Check #34068	✓ 3,927.29		2,142,158.03
1-16 Check #34052	✓ 10,677.00		2,131,481.03
1-16 Check #34043	✓ 13,000.00		2,118,481.03
1-16 Check #34073	✓ 14,605.12		2,103,875.91
1-20 Regular deposit		✓ 1,615.29	2,105,491.20
1-20 STACK PAY, TRANSFER 889046112 D21118930		255.79 S	2,105,746.99
1-20 STACK PAY, TRANSFER 889039449 D21118930		393.83 S	2,106,140.82
1-20 STACK PAY, TRANSFER 889044244 D21118930		628.46 S	2,106,769.28

CITY OF VAN METER
PO BOX 160
VAN METER, IA 50261

0021118930 PUBLIC

A STATEMENT OF YOUR ACCOUNT
01-JAN-26 THRU 31-JAN-26

ITEMIZED TRANSACTIONS	DEBITS	CREDITS	BALANCE
1-20 STACK PAY, TRANSFER 888570253 D21118930		1,138.00 \$	2,107,907.28
1-20 ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE		√4,446.70	2,112,353.98
1-20 CITY OF VAN METE, UTILITY R01073921151130679 073000 54	√83.76		2,112,270.22
1-20 AFLAC COLUMBUS, ACHPMT 260116 113237851 D21118930	√212.06	0420	2,112,058.16
1-20 Check #34054	√11.70		2,112,046.46
1-20 Check #34059	√49.50		2,111,996.96
1-20 Check #34079	√165.74		2,111,831.22
1-20 Check #34072	√242.00		2,111,589.22
1-20 Check #34034	√274.17		2,111,315.05
1-20 Check #34031	√352.50		2,110,962.55
1-20 Check #34049	√365.27		2,110,597.28
1-20 Check #34067	√406.95		2,110,190.33
1-20 Check #34065	√413.37		2,109,776.96
1-20 Check #34077	√689.75		2,109,087.21
1-20 Check #34032	√750.00		2,108,337.21
1-20 Check #34037	√1,220.00		2,107,117.21
1-20 Check #34051	√1,378.14		2,105,739.07
1-20 Check #34047	√1,479.55		2,104,259.52
1-20 Check #34076	√25,669.30		2,078,590.22
1-21 Regular deposit		√1,670.05	2,080,260.27
1-21 STACK PAY, TRANSFER 889305365 D21118930		1,237.50 \$	2,081,497.77
1-21 ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE		√7,442.62 <i>1049.28</i> <i>393.34</i>	2,088,940.39
1-21 ST OF IA EFT, ST IA EFT NTE*ADC01152600000504768*00002 131734 *VAN METER CITY OF		√17,087.64	2,106,028.03
1-21 GAN IA LOCALIQ A,descript d5nv6070i47agip D21118930	√167.44		2,105,860.59

CITY OF VAN METER
PO BOX 160
VAN METER, IA 50261

0021118930 PUBLIC

A STATEMENT OF YOUR ACCOUNT
01-JAN-26 THRU 31-JAN-26

-- ITEMIZED TRANSACTIONS -----		DEBITS	CREDITS	BALANCE --
1-21	Check #34080	✓ 3.98		2,105,856.61
1-21	Check #34066	✓ 43.48		2,105,813.13
1-21	Check #34030	✓ 86.28		2,105,726.85
1-21	Check #34057	✓ 300.00		2,105,426.85
1-21	Check #34053	✓ 648.27		2,104,778.58
1-21	Check #34038	✓ 783.22		2,103,995.36
1-21	Check #34071	✓ 1,026.00		2,102,969.36
1-21	Check #34039	✓ 1,515.48		2,101,453.88
1-21	Check #34040	✓ 2,124.00		2,099,329.88
1-21	Check #34055	✓ 38,353.75		2,060,976.13
1-22	Regular deposit		✓ 15,725.49	2,076,701.62
1-22	ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE		✓ 467.20	2,077,168.82
1-22	STACK PAY, TRANSFER 889542882 D21118930		901.43 \$	2,078,070.25
1-22	Check #34063	✓ 35.80		2,078,034.45
1-22	Check #34044	✓ 4,425.00		2,073,609.45
1-22	Check #34036	✓ 15,128.00		2,058,481.45
1-23	STACK PAY, TRANSFER 889770352 D21118930		2,954.31 \$	2,061,435.76
1-23	IA DEPT OF REV, IA REV PAY 260123 5019957 D21118930	✓ 3,692.93		2,057,742.83
1-23	Check #34035	✓ 30.00		2,057,712.83
1-23	Check #34048	✓ 100.00		2,057,612.83
1-23	Check #34062	✓ 1,684.34		2,055,928.49
1-26	STACK PAY, TRANSFER 890018242 D21118930		2,823.65 \$	2,058,752.14
1-26	Check #34082	✓ 461.75		2,058,290.39
1-26	Check #34084	✓ 1,661.51		2,056,628.88
1-27	Regular deposit		✓ 10.00	2,056,638.88
1-27	Regular deposit		✓ 3,492.19	2,060,131.07
1-27	ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE		✓ 1,041.98	2,061,173.05

572.11
325.50
144.37

CITY OF VAN METER
PO BOX 160
VAN METER, IA 50261

0021118930 PUBLIC

A STATEMENT OF YOUR ACCOUNT
01-JAN-26 THRU 31-JAN-26

-- ITEMIZED TRANSACTIONS -----		DEBITS	CREDITS	BALANCE --
1-27	STACK PAY, TRANSFER 890444380 D21118930		1,139.84 S	2,062,312.89
1-27	STACK PAY, TRANSFER 890443142 D21118930		1,604.48 S	2,063,917.37
1-27	STACK PAY, TRANSFER 890445235 D21118930		1,667.93 S	2,065,585.30
1-27	Check #34083	✓ 10.00		2,065,575.30
1-27	Check #34081	✓ 461.75		2,065,113.55
1-28	ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE		✓ 337.39	2,065,450.94
1-28	STACK PAY, TRANSFER 890697596 D21118930		2,271.49 S	2,067,722.43
1-29	Regular deposit		✓ 92.00	2,067,814.43
1-29	ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE	118.86 Return	✓ 1,061.45 (1180.31)	2,068,875.88
1-29	STACK PAY, TRANSFER 890911870 D21118930		1,270.46 S	2,070,146.34
1-29	ST OF IA EFT, ST IA EFT NTE*ADC01262600000534568*00002 131734 *VAN METER CITY OF		✓ 46,082.48	2,116,228.82
1-29	Check #34046	✓ 328.75		2,115,900.07
1-29	Check #34061	✓ 675.00		2,115,225.07
1-30	Regular deposit		✓ 4,892.09	2,120,117.16
1-30	ZIFT ZIP1, REMITTANCE 931401282467850 MERCHANT REMIT TANCE		✓ 376.79	2,120,493.95
1-30	HOMESERVE USA CO, 601ACH0127 260127 1018850 D21118930		✓ 1,298.79	2,121,792.74
1-30	STACK PAY, TRANSFER 891174924 D21118930		1,368.89 S	2,123,161.63

CITY OF VAN METER
PO BOX 160
VAN METER, IA 50261

0021118930 PUBLIC

A STATEMENT OF YOUR ACCOUNT
01-JAN-26 THRU 31-JAN-26

-- ITEMIZED TRANSACTIONS -----		DEBITS	CREDITS	BALANCE
1-30	GAN IA LOCALIQ A,descript	✓30.48		2,123,131.15
1-30	d5tqv7f0i47alqb D21118930 IA Unclaimed Pro,WEBPYMT	✓1,516.64		2,121,614.51
1-30	2026121673390 D21118930 IRS, USATAXPYMT 013026 270643050753482 D21118930	✓8,335.31		2,113,279.20
1-30	CITY OF VAN METE, PAYROLL 260128 0	✓22,451.13		2,090,828.07
1-30	Check #34058	✓200.00		2,090,628.07
1-30	Check #34085	✓750.00		2,089,878.07
1-31	Interest paid to account		✓803.33	2,090,681.40

-- CHECKS -----								
CHK #	DATE	AMOUNT	CHK #	DATE	AMOUNT	CHK #	DATE	AMOUNT
	1-07	200.00	34044	1-22	4,425.00	34065	1-20	413.37
33801	1-14	40.00	34045	1-16	23.75	34066	1-21	43.48
34000*	1-06	328.75	34046	1-29	328.75	34067	1-20	406.95
34007*	1-06	2,964.00	34047	1-20	1,479.55	34068	1-16	3,927.29
34019*	1-02	42.00	34048	1-23	100.00	34070*	1-16	3,850.00
34020	1-06	13,384.56	34049	1-20	365.27	34071	1-21	1,026.00
34030*	1-21	86.28	34051*	1-20	1,378.14	34072	1-20	242.00
34031	1-20	352.50	34052	1-16	10,677.00	34073	1-16	14,605.12
34032	1-20	750.00	34053	1-21	648.27	34074	1-16	178.66
34033	1-16	283.14	34054	1-20	11.70	34075	1-14	129.50
34034	1-20	274.17	34055	1-21	38,353.75	34076	1-20	25,669.30
34035	1-23	30.00	34056	1-16	600.00	34077	1-20	689.75
34036	1-22	15,128.00	34057	1-21	300.00	34079*	1-20	165.74
34037	1-20	1,220.00	34058	1-30	200.00	34080	1-21	3.98
34038	1-21	783.22	34059	1-20	49.50	34081	1-27	461.75
34039	1-21	1,515.48	34060	1-16	687.65	34082	1-26	461.75
34040	1-21	2,124.00	34061	1-29	675.00	34083	1-27	10.00
34041	1-16	67.11	34062	1-23	1,684.34	34084	1-26	1,661.51
34042	1-16	154.51	34063	1-22	35.80	34085	1-30	750.00
34043	1-16	13,000.00	34064	1-15	125.00			

Report Criteria:

Including transaction count

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE)						
02/28/2026	1	IPAIT INTEREST/DIVIDEND	001-950-4300	INTEREST	548.33	
02/28/2026	2	IPAIT INTEREST/DIVIDEND	001-000-1150	IPAIT - GENERAL	.00	548.33-
02/28/2026	3	IPAIT INTEREST/DIVIDEND	125-000-1150	IPAIT	182.77	
02/28/2026	4	IPAIT INTEREST/DIVIDEND	125-950-4300	INTEREST	.00	182.77-
Total JOURNAL ENTRIES (JE):					<u>731.10</u>	<u>731.10-</u>
References: 4 Transactions: 4						
Total 226:					<u>731.10</u>	<u>731.10-</u>
Grand Totals:					<u>731.10</u>	<u>731.10-</u>

Liz Faust
3/3/26

Date	Reference	Account Number	Account Title	Description	Debit Amount	Credit Amount
02/28/2026	1.0001	001-950-4300	INTEREST	IPAIT INTEREST/DIVIDEND	548.33	.00
02/28/2026	2.0001	001-000-1150	IPAIT - GENERAL	IPAIT INTEREST/DIVIDEND	.00	548.33-
02/28/2026	3.0001	125-000-1150	IPAIT	IPAIT INTEREST/DIVIDEND	182.77	.00
02/28/2026	4.0001	125-950-4300	INTEREST	IPAIT INTEREST/DIVIDEND	.00	182.77-
					731.10	731.10-



IPAIT Monthly Statement

City of Van Meter

Please Note:
THE FUND WILL BE CLOSED APRIL 3RD IN OBSERVANCE OF
GOOD FRIDAY

Activity Summary (IA02-39010-0106) General

2/1/2026 - 2/28/2026

Investment Pool Summary	Diversified
Beginning Market Balance	\$275,472.40
Dividends	\$731.10
Purchases	\$0.00
Redemptions	\$0.00
Ending Market Balance	\$276,203.50
Average Monthly Rate	3.460%
NAV / Share Price	1.000
Total	\$276,203.50

Total Fixed Income \$0.00

Account Total \$276,203.50

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

Representatives are associated with PMA Securities, LLC

Your Representative(s)

Wesley Karsten
(630) 657-6529
wes.karsten@ptma.com

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



IPAIT Monthly Statement

City of Van Meter

Transaction Activity (IA02-39010-0106) General

Diversified 2/1/2026 - 2/28/2026

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	NAV / Share Price	Shares this Transaction
	02/28/2026	02/28/2026	Total Dividend Reinvestment	\$0.00	\$731.10	\$1.000	731.100
				\$0.00	\$731.10		731.100

Beginning Market Value: \$275,472.40 | Ending Market Value: \$276,203.50



IPAIT Monthly Statement

City of Van Meter

Current Portfolio

2/28/2026

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV / Share Price	Face/Par/Shares	Market Value
Diversified				02/28/2026		Diversified Account Balance	\$276,203.50	3.460%	\$1.000	276,203.500	\$276,203.50
							\$276,203.50			276,203.500	\$276,203.50

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%	\$276,203.50	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/Shares 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.

Feb-26

	Single Family New Construction	Single Family Improvement s	Multi-Family New Construction	Multi-Family Improvement s	Commercial New Construction	Commercial Improvements
# of Issued Permits	0	1	0	0	0	0
Valuation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Agenda Item #8

Public Hearings

a) - Proposed Zoning Amendment - Accessory Dwelling Units - The purpose of this amendment is to update the City of Van Meter's zoning regulations to comply with Iowa state law that requires cities to allow at least one accessory dwelling unit (ADU) on lots with single-family homes. The amendment adds definitions and standards for attached and detached ADUs, permits one ADU per lot in all zoning districts, and applies only those size, setback, height, and utility requirements allowed under state law. Overall, it ensures the city's zoning code is legally compliant while allowing ADUs with minimal local restrictions, as mandated by Iowa Code.

Mayor: I would entertain a motion to open the public hearing.

City Councilmember: _____ So moved.

City Councilmember: _____ Second.

Mayor: All in favor? _____ Yes _____ No

Mayor: The public hearing is open as of _____pm. Has City staff received any comment to be heard regarding this matter?

City Clerk: Provides summary of matter for hearing.

Mayor: Does anyone present wish to comment on this matter?

Mayor: I would entertain a motion to close the public hearing.

City Councilmember: _____ So moved.

City Councilmember: _____ Second.

Mayor: All in favor? _____ Yes _____ No

Mayor: The public hearing is closed as of _____pm.

Agenda Item #9

Proposed Zoning Text Amendment – Accessory Dwelling Units (ADUs)

Submitted for: Discussion and Consideration

Summary: The State of Iowa has enacted legislation requiring cities to permit at least one accessory dwelling unit (ADU) on the same lot as a single-family residence. This item considers a proposed amendment to Chapter 165 of the Van Meter Zoning Regulations to bring the City’s code into compliance with state law. The amendment establishes definitions and development standards for attached and detached ADUs consistent with Iowa Code.

Recommendation: Approval

Sample Language: Motion to Ordinance #2026-1 An Ordinance Amending Chapter 165 – Zoning Regulations.

City Councilmember: _____ So moved.

City Councilmember: _____ Second.

Mayor: Roll Call Please.

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



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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 March 2026.

Joe Herman, Mayor

ATTEST:

Travis Cooke, City Clerk

Agenda Item #10

Public Hearings

a) - Proposed Zoning Amendment - Variance Criteria- The purpose of this amendment is to update the City of Van Meter's zoning regulations to comply with recent changes to Iowa law governing variances and the authority of Boards of Adjustment. The amendment clarifies the criteria under which variances may be granted, emphasizing "practical difficulties" unique to a property rather than mere inconvenience or economic benefit, and requires written findings demonstrating that a variance will not alter neighborhood character or harm public welfare. Overall, the amendment ensures local variance decisions align with state law while preserving the intent and integrity of the zoning ordinance.

Mayor: I would entertain a motion to open the public hearing.

City Councilmember: _____ So moved.

City Councilmember: _____ Second.

Mayor: All in favor? _____ Yes _____ No

Mayor: The public hearing is open as of _____pm. Has City staff received any comment to be heard regarding this matter?

City Clerk: Provides summary of matter for hearing.

Mayor: Does anyone present wish to comment on this matter?

Mayor: I would entertain a motion to close the public hearing.

City Councilmember: _____ So moved.

City Councilmember: _____ Second.

Mayor: All in favor? _____ Yes _____ No

Mayor: The public hearing is closed as of _____pm.

Agenda Item #10a.

Proposed Zoning Text Amendment – Variance Criteria

Submitted for: Discussion and Consideration

Summary: The purpose of this amendment is to update the City of Van Meter’s zoning regulations to comply with recent changes to Iowa law governing variances and the authority of Boards of Adjustment. The amendment clarifies the criteria under which variances may be granted, emphasizing “practical difficulties” unique to a property rather than mere inconvenience or economic benefit, and requires written findings demonstrating that a variance will not alter neighborhood character or harm public welfare. Overall, the amendment ensures local variance decisions align with state law while preserving the intent and integrity of the zoning ordinance.

Recommendation: Approval

Sample Language: Motion to adopt Ordinance #2026-2 An Ordinance Amending Chapter 165 – Zoning Regulations.

City Councilmember: _____ So moved.

City Councilmember: _____ Second.

Mayor: Roll Call Please.

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



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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 ~~striketthrough~~ 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.

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 March 2026.

Joe Herman, Mayor

ATTEST:

Travis Cooke, City Clerk

Agenda Item #11

Resolution # 2026-16 A Resolution Providing for the Levy of Taxes to Pay General Obligation Urban Renewal Bonds Series 2026

Submitted for: Discussion and Consideration

Summary: This Resolution provides the necessary financing for the 601 Main Project.

Recommendation: Approval

Sample Language: Motion to adopt Resolution # 2026-16 A Resolution Providing for the Levy of Taxes to Pay General Obligation Urban Renewal Bonds Series 2026

City Councilmember: _____ So moved.

City Councilmember: _____ Second.

Mayor: Roll Call Please.

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

RESOLUTION NO. 2026-16

Resolution providing for the levy of taxes to pay General Obligation Urban
Renewal Bonds, Series 2026

WHEREAS, the City of Van Meter (the “City”), in Dallas County, Iowa heretofore proposed to enter into a General Obligation Urban Renewal Loan Agreement (the “Loan Agreement”) and to borrow money thereunder in a principal amount not to exceed \$5,600,000, pursuant to the provisions of Sections 384.24A and 384.24.3(q) of the Code of Iowa, for the purpose of paying the costs, to that extent, of undertaking the Van Meter Municipal Building Project, an urban renewal project of the City authorized by action of the City Council on January 13, 2025, and has published notice of the proposed action and has held a hearing thereon, on July 14, 2025, and as of such date, no petition had been filed with the City asking that the question of entering into the Loan Agreement be submitted to the registered voters of the City; and

WHEREAS, the City intends to enter into the Loan Agreement in the future and to issue General Obligation Urban Renewal Bonds, Series 2026 (the “Bonds”) in evidence of its obligations thereunder and anticipates that principal and interest will come due on the Bonds before July 1, 2027; and

WHEREAS, it is now necessary to make provision for the levy of a debt service property tax in the 2026-2027 fiscal year for the payment of such anticipated principal and interest;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Van Meter, Iowa, as follows:

Section 1. The City Council hereby determines to enter into the Loan Agreement in the future and orders that the Bonds be issued at such time, in evidence thereof. The City Council further declares that this resolution constitutes the “additional action” contemplated under Section 384.25 of the Code of Iowa.

Section 2. For the purpose of providing for the levy and collection of a direct annual tax sufficient to pay the principal of, and interest on, the Bonds as the same become due, there is hereby ordered levied on all the taxable property in the City the following direct annual tax:

For collection in the fiscal year beginning July 1, 2026,
sufficient to produce the net annual sum of \$280,000.

provided, however, that at the time the Bonds are issued, the actual tax levy amounts required to pay the principal of and interest on the Bonds in each year shall be determined based upon the interest rate or rates at which the Bonds are issued, and this resolution shall be supplemented by a resolution of the City Council to provide for such actual and necessary tax levy amounts.

Section 3. A certified copy of this resolution shall be filed with the Dallas County Auditor and said Auditor is hereby instructed to enter for collection and assess the tax hereby authorized. When annually entering such taxes for collection, the County Auditor shall include the same as a part of the tax levy for Debt Service Fund purposes of the City and when collected, the proceeds of the taxes shall be converted into the Debt Service Fund of the City and set aside

therein as a special account to be used solely and only for the payment of the principal of and interest on the Bonds hereby authorized and for no other purpose whatsoever.

Section 4. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved March 9, 2026.

Mayor

Attest:

City Clerk

Agenda Item #12

Resolution #2026-17 – A Resolution Approving Sick Time Payout

Submitted for: Discussion and Consideration

Summary:

Recommendation: Approval

Sample Language: Motion to adopt Resolution #2026-17 – A Resolution Approving Sick Time Payout

City Councilmember: _____ So moved.

City Councilmember: _____ Second.

Mayor: Roll Call Please.

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

RESOLUTION NO. 2026-17
A RESOLUTION APPROVING SICK TIME PAYOUT

WHEREAS, the organization previously maintained a sick leave bank policy that was formally dissolved in July 2023; and

WHEREAS, at the time the policy was dissolved, employees with existing sick leave balances were permitted to maintain those hours until such time as the organization elected to issue payout in lieu of continuing to bank the hours; and

WHEREAS, employee Mike Brown has a remaining sick leave balance of 252.25 hours, and his hourly rate at the time the policy was dissolved was \$29.32 per hour; and

WHEREAS, employee Liz Faust has a remaining sick leave balance of 405 hours, and her hourly rate at the time the policy was dissolved was \$45.67 per hour; and

WHEREAS, the organization has determined that it is appropriate and in the best interest of administrative efficiency to issue a payout of these sick leave balances through payroll at the rates in effect when the policy was dissolved.

NOW, THEREFORE, BE IT RESOLVED that the governing body hereby approves:

1. A sick leave payout to Mike Brown for 252.25 hours at the rate of \$29.32 per hour, to be processed through payroll, for a total of \$7,395.97.
2. A sick leave payout to Liz Faust for 405 hours at the rate of \$45.67 per hour, to be processed through payroll, for a total of \$18,496.35.
3. That these payments constitute the full payout of each employee's remaining sick leave bank balance.
4. That no further banking or accrual under the former policy will occur.

ADOPTED this 9th day of March, 2026.

Joe Herman, Mayor

Travis Cooke, City Clerk

Agenda Item #13

Resolution #2026-18 – A Resolution Setting Wages for Public Works DNR Water and Wastewater Certifications

Submitted for: Discussion and Consideration

Summary: This resolution saves the city \$4800 a year in affidavit expenses from Thorpe Water. Giving Shane \$1 (two certs) and hour and Spencer \$.50 would be \$3,120 (wages only). Flat rate increases are more equitable for certifications where a percentage is a disincentive for those lower on the pay scale. This policy was adopted by Adel.

Recommendation: Approval

Sample Language: Motion to adopt Resolution #2026-18 A Resolution Setting Wages for Public Works DNR Water and Wastewater Certifications.

City Councilmember: _____ So moved.

City Councilmember: _____ Second.

Mayor: Roll Call Please.

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

Resolution #2026- 18

“A Resolution Setting Wages - Public Works”

Whereas, the City Clerk attests that Public Works Laborer Spencer Leonard has completed his Grade 1 Lagoon certification through the Iowa Department of Natural Resources; and

Whereas, the City Clerk attests that Public Works Laborer Shane Luvaas has completed his Grade 2 Distribution certification and his Grade 1 Lagoon certification through the Iowa Department of Natural Resources; and

Whereas, the City Clerk recommends approval of the pay increase of 50 cents per hour for Public Works Laborer Spencer Leonard setting his rate of pay at \$27.09; and

Whereas, the City Clerk recommends approval of the pay increase of \$1.00 for Public Works Laborer Shane Luvaas setting his rate of pay at \$30.84/hr; and

Whereas, the City will offset the wage increases by saving \$4,800 from discontinuing the use of Thorpe Water for sampling services; now

Therefore, be it resolved, that the City Council of the City of Van Meter hereby approves the pay increases for Public Works Laborer Spencer Leonard and Public Works Laborer Shane Luvaas effective March 9, 2026.

Joe Herman, Mayor

ATTEST:

Travis Cooke, City Clerk

Passed and approved this 9th day of March, 2026.

Agenda Item #14

Resolution #2026-19 – A Resolution Setting Wages for Police Officer Cooper for SRO Certification

Submitted for: Discussion and Consideration

Summary: This addition comes from discussion during the public safety committee meeting. Past officers have received additional pay for completion of a National School Resource Officer Program.

Recommendation: Approval

Sample Language: Motion to adopt Resolution #2026-19 – A Resolution Setting Wages for Police Officer Cooper for SRO Certification

City Councilmember: _____ So moved.

City Councilmember: _____ Second.

Mayor: Roll Call Please.

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

Resolution #2026- 19

A Resolution Setting Wages for Police Officer Cooper for SRO Certification

Whereas, the Police Chief attests that Police Officer Cooper has completed his SRO Certification; and

Whereas, in past practice officers received an increase in pay for obtaining certifications; and

Whereas, the Police Chief and the Public Safety committee recommend approval of the pay increase of 50 cents per hour for officer Cooper; now

Therefore, be it resolved, that the City Council of the City of Van Meter hereby approves the pay increase for Officer Cooper effective March 9, 2026.

Joe Herman, Mayor

ATTEST:

Travis Cooke, City Clerk

Passed and approved this 9th day of March, 2026.

Agenda Item #15

Resolution #2026-20 – A Resolution Appointing City Clerk Travis Cooke as Interim Administrator for the City of Van Meter Iowa and Authorizing a Weekly Stipend

Submitted for: Discussion and Consideration

Summary: This addition comes from discussion during the Finance Committee meeting.

Recommendation: Approval

Sample Language: Motion to adopt Resolution #2026-20 – A Resolution Appointing City Clerk Travis Cooke as Interim Administrator for the City of Van Meter Iowa and Authorizing a Weekly Stipend

City Councilmember: _____ So moved.

City Councilmember: _____ Second.

Mayor: Roll Call Please.

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

RESOLUTION #2026-20

A RESOLUTION APPOINTING CITY CLERK TRAVIS COOKE AS INTERIM CITY ADMINISTRATOR FOR THE CITY OF VAN METER, IOWA, AND AUTHORIZING A WEEKLY STIPEND

WHEREAS, the City of Van Meter, Iowa (“City”) is currently in a transition period pending the arrival of a newly hired City Administrator; and

WHEREAS, the duties of the City Administrator are essential to the continued effective operation of the City and must be maintained during this transition period; and

WHEREAS, the City Council finds that City Clerk Travis Cooke possesses the knowledge, experience, and skills necessary to perform the duties of Interim City Administrator; and

WHEREAS, the Council desires to formally appoint Travis Cooke to serve in this interim capacity and to authorize appropriate temporary compensation for the additional responsibilities assumed.

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

1. Appointment. City Clerk Travis Cooke is hereby appointed to serve as Interim City Administrator effective the week of March 2, 2026.
2. Stipend. As compensation for assuming the duties of Interim City Administrator, Travis Cooke shall receive a stipend of \$1,200 per week.
3. Duration. This interim appointment and stipend shall remain in effect until one (1) month after the newly hired City Administrator begins employment with the City.
4. Authority. The Mayor and City Staff are authorized to take all actions necessary to implement this Resolution.

PASSED AND APPROVED this 9th day of March 2026.

Joe Herman, Mayor

Attest:

Travis Cooke, City Clerk

Agenda Item #16

Resolution #2026-21– A Resolution Approving Maddie Lavallee as Deputy City Clerk

Submitted for: Discussion and Consideration

Summary: Maddie will be filling the position left vacant since March 4th

Recommendation: Approval

Sample Language: Motion to adopt Resolution #2026-21– A Resolution Approving Maddie Lavallee as Deputy City Clerk

City Councilmember: _____ So moved.

City Councilmember: _____ Second.

Mayor: Roll Call Please.

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

RESOLUTION #2026-21

A RESOLUTION APPROVING MADDIE LAVALLEE AS DEPUTY CITY CLERK FOR THE CITY OF VAN METER

WHEREAS, the City of Van Meter, Iowa, recognizes the importance of appointing a qualified individual to serve as Deputy City Clerk, a role essential to the effective administration of city government; and

WHEREAS, Maddie Lavallee has been selected to fulfill the duties of City Clerk and has demonstrated the qualifications necessary to serve in this capacity.

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

1. That Maddie Lavallee is hereby appointed to the position of Deputy City Clerk for the City of Van Meter.
2. That said appointment shall be effective as of March 12, 2025.
3. That this resolution shall be approved and adopted by the City Council on March 9, 2025.

PASSED AND APPROVED this 9th day of March 2026.

Joe Herman, Mayor

ATTEST:

Travis Cooke, City Clerk

Agenda Item #17

Resolution #2026-22 – A Resolution Approving Maddie Lavalle as an Authorized Signer on City Bank Accounts

Submitted for: Discussion and Consideration

Summary: This Resolution adds Maddie Lavalle to the Ebank accounts.

Recommendation: Approval

Sample Language: Motion to adopt Resolution #2026-19 – A Resolution A Resolution Approving Maddie Lavalle as an Authorized Signer on City Bank Accounts

City Councilmember: _____ So moved.

City Councilmember: _____ Second.

Mayor: Roll Call Please.

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

RESOLUTION #2026-22

A RESOLUTION Approving Maddie Lavallee as an Authorized Signer on City Bank Accounts

WHEREAS, due to staffing changes, the signatories on file at the bank need updating.

NOW, THEREFORE BE IT RESOLVED by the Van Meter City Council the following changes are authorized on all accounts held in the name of the City of Van Meter, Iowa:

Addition of Deputy City Clerk Maddie Lavallee

BE IT FURTHER RESOLVED that the Deputy Clerk is directed to report to Earlham Savings Bank, Van Meter, Iowa, no later than close of business on March 30, 2026, to sign the bank signatories' card for the City of Van Meter Iowa.

PASSED AND APPROVED this 9th day of March 2026.

Joe Herman, Mayor

ATTEST:

Travis Cooke, City Clerk

Agenda Item #18

Resolution #2026-23 – A Resolution Approving Interim City Administrator/City Clerk Travis Cooke as Authorized IPAIT Account Manager

Submitted for: Discussion and Consideration

Summary: This Resolution adds Travis Cooke to the IPAIT account

Recommendation: Approval

Sample Language: Motion to adopt Resolution #2026-23 – A Resolution Approving Interim City Administrator/City Clerk Travis Cooke as Authorized IPAIT Account Manager

City Councilmember: _____ So moved.

City Councilmember: _____ Second.

Mayor: Roll Call Please.

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

RESOLUTION #2026-23

A RESOLUTION Approving Interim City Administrator/City Clerk Travis Cooke as Authorized IPAIT Account Manager

WHEREAS, due to staffing changes, the City needs to update the authorized IPAIT Account Manager

NOW, THEREFORE BE IT RESOLVED by the Van Meter City Council the following changes are authorized on IPAIT Accounts held in the name of the City of Van Meter, Iowa: Addition of Interim Administrator/City Clerk Travis Cooke

BE IT FURTHER RESOLVED that the Interim Administrator/City Clerk is directed to register as IPAIT Account Manager for the City of Van Meter Iowa.

PASSED AND APPROVED this 9th day of March 2026.

Joe Herman, Mayor

ATTEST:

Travis Cooke, City Clerk

Agenda Item #19

Approve Hiring Theia Consulting for the City Administrator Search

Submitted for: Discussion and Consideration

Summary: Mayor and Staff have solicited quotes form 2 firms specializing in searches for City Administrators.

Recommendation: Approval

Sample Language: Motion to approve hiring of Theia Consulting for the City Administrator Search

City Councilmember: _____ So moved.

City Councilmember: _____ Second.

Mayor: Roll Call Please.

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



Proposal

February 23, 2026

To: Honorable Mayor & City Council, Van Meter, Iowa

Marketa George Oliver Theia Management Consulting, LLC	
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Re: City Administrator Recruitment Proposal

Dear Mayor and Council:

We are writing to offer our services in assisting with the search for the Van Meter City Administrator position. We have assembled a recruitment team that is unmatched in its depth of experience in municipal government in Iowa and its resulting network.

If selected, we will employ a team with 101 years of cumulative Iowa local government experience that has collectively completed over 35 City Administrator/Manager searches in Iowa since 2013.

Selecting the appropriate person is one of the most important decisions a Council will make, and we have developed a comprehensive process to recruit, screen, and evaluate candidates, providing the best chance possible of finding the perfect fit.

With our team, we offer a responsive and thorough approach to your search, as outlined in the following pages.

Thank you again for the opportunity to submit a proposal.

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Our Understanding of the Position & Organizational Goals

Due to our team’s deep experience on the front lines of municipal government in Iowa, we are acutely aware of the challenges facing communities like Van Meter. We understand that to be successful Van Meter must simultaneously be budget-conscious but forward-thinking, and optimistic yet realistic. It must engage continuously with important community partners, and make the most of opportunities. It must build the community in a smart and sustainable way.

It is essential that Van Meter recruit and retain a highly skilled and committed professional to lead its organizational and development efforts and to properly advise the Mayor and Council on policy matters. Our aforementioned 101 combined years of local government experience include 67 years of experience in Administrator/Manager roles. We understand the combination of broad knowledge, listening ability, leadership, energy, passion, financial & negotiating savvy, character, and many other traits that are necessary to be successful in this role. On a personal note, being from southeast Iowa, my personal connection to the area gives me additional insight into the needs of the community.

Specifications for Proposal

Firm Contact Information:

Marketa George Oliver, Theia Management Consulting, LLC
 316 Aaron Avenue NW
 Bondurant, IA 50035
 515.322.6597
theiamanagementconsulting@gmail.com

Firm Overview

Theia Management Consulting, LLC is an Iowa limited-liability corporation established in 2017. The firm specializes in City Administrator/Manager searches and strategic planning facilitation, and also performs compensation and organizational development studies, employment background checks, and financial analysis for local governments in Iowa.

Theia Management Consulting, LLC is a single-member LLC owned by Marketa George Oliver. It proposes to serve as the contracting firm for the proposed services, and will engage as subconsultants Mark A. Jackson Consulting, LLC (Iowa single-member LLC owned by Mark Jackson) and Hinson Consulting, LLC (owned by Brent Hinson).

Consultant Biographies:

Consultant **Marketa Oliver** has worked in city government for 33 years, having started her career in Yakima, WA; and also serving as City Administrator in Windsor Heights, Iowa; and City Manager in Norwalk, Iowa; before moving into her current role of City Administrator in Bondurant, Iowa. Marketa is an ICMA Credentialed Manager and holds the Senior Professional in Human Resources (SPHR) designation from the Human Resources Certification Institute. She is a former adjunct professor in the Drake University MPA program. She received the Iowa City/County Management Association's highest honor, the Joe Lukehart Award for Professional Service, and her cities have received multiple program excellence awards from the International City/County Management Association, as well as the Pacesetter Award from the Iowa Public Employers Labor Relations Association. Marketa has been an active member of the Iowa Association of City/County Management and served as the President of the association.

Consultant **Mark A. Jackson** has worked in city government for 35 years, first as the Village Manager in Homer, Michigan, and since 1993, as the City Administrator in Story City, Iowa. Mark is an ICMA Credentialed Manager. He is formerly an adjunct instructor for Iowa State University. He also has provided consulting services upon request by cities for the past 17 years. He is a past Iowa League of Cities Board member and has served as the President of the Iowa Association of City/County Management.

Consultant **Brent Hinson** has worked in city government for 20 years, having served as Finance Director/City Clerk in Iowa Falls, Iowa; City Administrator in Garner, Iowa; City Administrator in Washington, Iowa; and his current position as Deputy City Administrator/Finance Director in Mason City, Iowa. Brent is an ICMA Credentialed Manager. He has owned and operated his own consulting firm, Hinson Consulting, LLC since 2014. He is a past Iowa League of Cities Board member and speaker at League and ICMA conferences.

Involvement of Staff, Elected Officials, and Citizens: While we have a standard framework for performing our executive searches, we aim to be highly flexible and

responsive to your input to ensure the right process for Van Meter. You are the experts on your community and your organization, and there is no one-size-fits-all approach for ensuring a good process. While we have provided a proposed schedule below as requested, we would be happy to adjust wherever needed to maintain an orderly, inclusive, and ultimately successful process.

The standard framework for our process includes:

- Meet with the Mayor & Council to review job description, pay & benefits, etc.
- Meet with the Mayor, Council, key staff, and select citizen advisers on an individual basis to discuss qualities desired in the next City Administrator, learn more about the organization's needs, and to gain input on the advertisement of the position.
- Prepare a multi-page position profile for prospective candidates.
- Prepare & place advertisements on key internet sites & on targeted social media.
- Seek out professionals within our respective networks who may be qualified and interested in the position.
- Compile list of potential candidates & make contacts to gauge interest & promote the position opening.
- Receive & catalog applications (we propose creating a dedicated Gmail account for this purpose and only accepting electronic applications).
- Screen candidates; meet with Mayor & Council to narrow the most qualified applicants to a list of finalists.
- Reference checks on finalists.
- Conduct criminal and credit background checks on finalists.
- Conduct a formal interview process over a period of two days.
- Negotiations with the selected candidate, including employment contract.

We can calibrate the items above listed in a variety of ways, as desired, to meet Van Meter's expectations for elected officials, staff, and citizen involvement.

Development & Evaluation of Candidate Pool: We are highly connected within and outside the state of Iowa in the city management field, and have a strong knowledge of potential candidates that may be interested in and qualified for the position, through an ongoing dialogue with a wide array of city government professionals. We perform many searches within the state of Iowa, so are aware and in touch with both the Iowa-based candidates, as well as those from other states that are interested in relocating to or returning to Iowa. Our process starts with assembling a list of all such candidates of which we are aware. We will prepare what we believe is the list of the best candidates for Van Meter. This will be based on the input we receive from staff, elected officials, and citizens, along with our own research and subject matter knowledge. We know many of the potential candidates personally and professionally, and may have worked with them on past searches, so are aware in many cases of not just qualifications for these individuals, but

also character and intangibles that may make them particularly suited for Van Meter. We then make contact with the potential candidates and other key influencers within the Iowa local government to raise awareness of the community and the availability of the position. We prepare a position profile and further advertise in a variety of outlets (with internet/social media sources emphasized), and also seek to be responsive and informative to candidates that may contact us directly..

We are in a challenging time for recruitment; this is true across the country, but we have seen direct effects on the number of applicants we are seeing in our recent searches due to our efforts. While there are still good candidates out there, the lower numbers make it all the more important that the City has addressed any red flags and has elected officials and staff that are on the same page going into the search.

We have several levels of screening for applicants. First, we develop a qualifications matrix to be able to compare the candidates on the basis of factors such as education, local government experience, and management experience, and relate these to the desired qualifications and attributes identified for the position we are filling. We conduct detailed internet research on candidates via Google searches, targeted websites, etc. We use the results of these screening techniques to discuss among our consultants those that we believe are the best fit for the position on paper. We have several ways to involve the Mayor and City Council in this process. We prefer to bring the Mayor and City Council a group of semi-finalists for closed session discussion, rather than spend valuable elected official time reviewing applications that do not have sufficient merit to move on to the next stage. We are flexible in this process, within the bounds of maintaining an appropriate level of confidentiality while complying with Iowa Code Chapters 21 & 22 regarding open meetings/open records. For example, we have usually conducted Zoom interviews of semi-finalists before the Mayor and Council proceed to selection of finalists.

The final levels of screening for candidates consist of credit, criminal background, and detailed reference interviews, along with the in-person interviews. We conduct all of our background research prior to the interviews, in order to put the Mayor & Council in the position to make an offer at the conclusion of the interviews. The interview process itself is carefully crafted to allow participants to develop a strong feel for candidate fit and readiness to assume the role of City Administrator.

Recruitment Timetable: As stated above, we are flexible in our approach and process, but would anticipate the following timetable at this point in time and subject to change based on Mayor and Council direction:

A. Phase I – Advertising & Marketing of Position

1. Initial Council Meeting to start the process	Consultant(s)/City Council	February 23
2. Confidential Interviews with Mayor, Council Members & Key Staff	Consultants	Completed by February 27
3. Preparation of Profile	Council/Consultants	By February 27
4. City approval of profile	Consultants	By March 10
5. Preparation of Advertisements	Consultant	by March 11
6. Placement of advertisement and posting on websites	Consultant	by March 11
7. Phone Calls to Potential Candidates	Consultant	March 11 - April 23
8. Emailing of Profiles	Consultant	March 11 - April 23
9. Deadline for Applications	-	April 23
B. Phase II – Selection Process		
10. Screening of Candidates	Consultant	Completed by April 25
11. Selection of Candidates for Zoom Interviews	City Council	April 27
12. Zoom Interviews of Candidates	Consultant/Council	April 30 (Special Council Meeting)
13. Mail a Packet of Information to Candidates for Formal Interviews	Consultant	By May 3
14. Education Verification, Credit Checks, & Criminal Background Checks, -Finalists	Consultant	Completed by May 15
15. Calls on Candidates' References	Consultant	Completed by May 15
16. Coordination of Interviews	Consultant	
17. Finalist Interviews	Consultant/Council	May 16
18. Negotiations with Selected Candidate	Consultant	May 16-18
19. Approval of Offer of Employment	City Council	May 19
20. Start of Employment		30-45 days post agreement

The exact dates of each step in the process will be selected after this proposal has been approved and the City has provided additional information regarding the schedules of the City officials involved in the process. The schedule can be adjusted as needed.

Proposed Scope of Services & Fees:

We propose the following scope of services:

1. Develop recruiting specifications, in conjunction with the City Council, and other key individuals selected by the City Council, that address the specific duties, responsibilities, operational issues, education and training, leadership qualities, and other factors that are relevant to the position.
2. Coordinate all stages of the process with the City Council, with the collaboration of key staff members from the City of Van Meter.
3. Translate the Council requirements into a recruitment brochure, to encompass a nation-wide search, with recruiting activities including selected advertising, networking and direct inquiries, and use of our knowledge of candidates from other searches.
4. Assist the Council in screening the initial pool of applicants to an appropriate number of semi-finalists. Provide the Council with summary reports on semi-finalists and respond to questions.
5. Work with the Council to narrow the semi-finalists group to a list of approximately four finalists, to determine an appropriate interview process, and to discuss preliminary terms of an employment agreement.
6. Conduct in-depth interviews, detailed background investigations, and contact references and verify the credentials of finalists. Prepare a report on each finalist. Assist the Council with the candidate interviews.
7. Coordinate and/or conduct any additional assessments and background investigations.
8. Assist the Council with the negotiation of an employment agreement with the selected candidate, as directed by the Council.

Fee Proposal

We would anticipate billing at various intervals with invoices proportionate to the amount of work completed each period, through the completion of the search.

Task	Lead Role	Fee
1. General oversight & management of process	Consultants	\$1,400
2. Initial Council meeting to start the search process	Consultants/Council	\$400
3. One-on-One Meetings with Elected Officials and Key Staff	Consultants/Staff/Council	\$1,500
4. Preparation of Position Profile	Consultant	\$1,250
5. Organizational Survey & Summary Report - Council Approval of Profile	Consultant/Council	\$900
6. Preparation of List of Potential Candidates	Consultant	\$450
7. Printing or Emailing of Profiles	Consultant	\$150
8. Preparation of Advertisements	Consultant	\$150
9. Placement of Advertisements (includes cost of ads)	Consultant	\$1,000
10. Contacts with Potential Candidates	Consultant	\$550
11. Screening of Candidates	Consultants/Council	\$1,250
12. Selection of Candidates for Zoom Interviews - Council Meeting	Consultants/Council	\$500
13. Zoom Interviews	Consultants/Council	\$1,250
14. Selection of Candidates for Formal Interviews	Council	-0-
15. Send Packets of Information to Candidates for Interviews	Consultant	\$250

16. Educational Verification, Credit Checks, & Criminal Background Checks & Report	Consultant	\$850
17. Calls on Candidate References	Consultant	\$1,500
18. Coordination of Interviews & Calls to Candidates	Consultant	\$1,200
19. Formal Interviews – Two Days	Consultant/Council	\$2,200
20. Negotiations with Selected Candidate	Consultant	\$500
21. Formal Approval of Offer of Employment	Council	\$0
SUB-TOTAL – Consulting Fee		\$17,250
Expenses – Mileage, copies, & lodging		\$1,350
Grand Total – Not to Exceed		\$18,600

The consulting fee, plus expenses, would not exceed \$18,600. Based on this scope of service, we would have the following expectations of City staff and officials:

- Provide consultants with content/pictures for the position profile.
- Respond to various information requests during the process.
- Provide input throughout the process.
- Various coordination for stakeholder interviews and interview weekend, including arranging tours of Van Meter, a public reception for candidates, refreshments for formal interview participants, etc.
- Legal review of proposed employment contract and closed session request document (by City Attorney).

Additional Services

Mayor/Council Goal-Setting: We believe one of the most important aspects to success, especially for a new Administrator, is a shared Mayor/Council vision. This allows the new Administrator to focus on what is truly important to start, and what can wait a bit to address. Our consultants are highly experienced with this process and can build a process to suit the City. The fee for this service would range from \$1,000 to \$2,500 depending on the depth of the process desired by the City.

New Administrator Evaluation: Six and/or Twelve Month Performance Evaluation: If requested by the Council, we can assist the City with initial performance evaluations of the person selected as City Administrator. In cooperation with the Mayor, City Council Members, and City Administrator, we will develop a performance evaluation form and rating system. We will distribute and collect the evaluation forms, summarize them, and present the summary to the Mayor, City Council, and City Administrator. If there is a need for an improvement in some aspect of the performance of the City Administrator, we will provide advice and suggestions, if requested. The fee for this service would be \$800 per evaluation process.

We sincerely thank you for considering our proposal, and look forward to working with you.

Marketa, Mark, and Brent

Appendix

Client Listing: Following are some some recruitments our consultants have assisted with in Iowa in recent years, with either Theia Management Consulting, LLC or Hinton Consulting, LLC as lead consultant:

<u>Client</u>	<u>Year</u>	<u>Contact</u>
Mason City, IA	2018	Perry Buffington, HR Director, 641-424-7130
Carlisle, Iowa	2018	Drew Merrifield, Mayor, 515-229-5800
Keokuk, IA	2018	Tom Richardson, Former Mayor, 319-520-5848
Sheldon, IA	2018	Katricia Meendering, Former Mayor, 712-324-4651
Polk City, IA	2019	Jason Morse, Former Mayor, 515-208-3996
Orange City, IA	2019	Deb DeHaan, Mayor, 712-541-9016
Burlington, IA	2020	Stephanie Stuecker, Finance Director, 319-753-8178
Decorah, IA	2021	Lorraine Borowski, Mayor, 563-382-3452
Marion, IA	2021	Nick AbouAssaly, Mayor, 319-743-6305
Oskaloosa, IA	2022	Amy Miller, Fin. Director/City Clerk, 641-673-9431
Independence, IA	2022	Susi Lampe, City Clerk/Treasurer, 319-334-2780
Huxley, IA	2019/2023	David Haugland, City Manager, 515-597-2561
Riverside, IA	2019/2023	Allen Schneider, Mayor, 319-330-2102
Fairfield, IA	2017/2023	Rebekah Loper, City Clerk, 641-472-6193
Elkhart, IA	2024	Brad Fordyce, City Council, 712-490-0436
Dallas Center, IA	2024	Danny Beyer, Mayor, 515-918-0656
Washington, IA	2024	Millie Youngquist, Mayor, 319-863-3041
Chariton, IA	2024	Jayma Hoch, Mayor, 641-774-5991
Oskaloosa, IA	2024-2025	Dave Krutzfeldt, Mayor 641-660-6900
Clear Lake, IA	2025	Nelson Crabb, Mayor, 641-425-7756
Slater, IA	2025	Taylor Christensen, Mayor, 515-371-5700
Carter Lake, IA	2025	Jackie Carl, City Clerk 712-347-6320
Charles City, IA	2025	Dean Andrews, Mayor 641-257-6311
Waukon, IA	2025	Arvid Hatlan, Mayor 563-380-6068
Orange City, IA	2025	Deb DeHaan, Mayor, 712-541-9016
Adel, IA	2025	James West, Council Member 515-402-9378
Avoca, IA	2025	Tom Bruck, Mayor, 712-343-2424

City Administrator Recruitment Agreement

This Agreement is made and entered into on this ___ day of ___, 2026, by and between the City of Van Meter, Iowa, hereinafter referred to as the "City," and Theia Management Consulting, LLC, hereinafter referred to as the "Consulting Firm," represented by Marketa George Oliver.

RECITALS

WHEREAS, the City of Van Meter, Iowa, desires to retain a qualified professional to lead the recruitment and selection process for the position of City Administrator; and

WHEREAS, Theia Management Consulting, LLC, with extensive experience in local government recruitment and consulting, has submitted a proposal outlining the scope of services, and fees for the recruitment process;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. SCOPE OF SERVICES

The Consulting Firm agrees to provide the following services:

- a. Develop recruiting specifications in conjunction with the Mayor, City Council, and other designated City officials.
- b. Coordinate and manage the recruitment process, including advertising, networking, and inquiries.
- c. Assist in the screening of candidates and preparing reports on semi-finalists.
- d. Facilitate interviews and conduct a detailed background investigation for each finalist.
- e. Assist in the negotiation and preparation of an employment agreement with the selected candidate.

2. TIMELINE

The recruitment process shall follow the timeline set forth in the proposal unless adjusted by the City, with all steps and milestones clearly outlined. The City acknowledges and agrees to the proposed timeline for recruitment and selection, including Phase I (Advertising & Marketing of Position) and Phase II (Selection Process).

The Consulting Firm and the City agree that the timeline may be adjusted by mutual agreement to accommodate the schedules and preferences of the City Council and other involved parties.

3. FEES AND EXPENSES

The Consulting Firm shall be compensated for its services as follows:

- **Consulting Fees:** \$17,250, as outlined in the proposal, which includes all major tasks involved in the recruitment and selection process.
- **Expenses:** \$1,350 for mileage, copies, lodging, and other incidental costs related to the recruitment process.

Total Not-to-Exceed Amount: \$18,600

The City shall reimburse the Consulting Firm for all agreed-upon expenses upon receipt of an invoice detailing the charges. Invoices will be provided at various intervals throughout the process, based on work completed to date.

4. RESPONSIBILITIES OF THE CITY

The City agrees to:

a. Provide timely responses to requests for information and content, including but not limited to position profile content, pictures, and other relevant details. b. Coordinate scheduling for meetings, interviews, and site visits, including arranging tours, public receptions, and refreshments for interview participants. c. Review and approve the position profile, advertisements, and other recruitment materials developed by the Consulting Firm. d. Review and approve final candidates and their respective employment agreements. e. Coordinate the legal review of any employment agreements through the City Attorney.

5. CONFIDENTIALITY

Both parties agree to maintain confidentiality throughout the recruitment process, including candidate information, evaluation materials, and internal deliberations, in accordance with Iowa Code Chapters 21 and 22 governing open meetings and open records.

6. TERMINATION

This Agreement may be terminated by either party with written notice if either party is in breach of any of the terms and conditions herein. In the event of termination, the Consulting Firm shall be compensated for all services performed up to the date of termination.

7. INDEMNIFICATION

The City agrees to indemnify and hold harmless the Consulting Firm from any claims, liabilities, and expenses arising from the recruitment process, provided that such claims are not the result of the Consulting Firm's negligence or misconduct. The Consulting Firm warrants that it has and will maintain liability insurance throughout the recruitment process.

8. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa.

9. ENTIRE AGREEMENT

This Agreement represents the entire understanding between the parties and supersedes any previous agreements, representations, or understandings, whether written or oral, concerning the subject matter hereof. This Agreement may only be modified in writing, signed by both parties.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the day and year first above written.

For the City of Van Meter, Iowa:

Joe Herman, Mayor
City of Van Meter, Iowa

For Theia Management Consulting LLC



Marketa George Oliver
President, Theia Management Consulting LLC

Date: 25 February 2026



Proposal

FEB 27, 2026

**City Administrator
Executive Recruitment Services**

City of Van Meter, Iowa

Submitted by:

MICHELE MORAWSKI
CLIENT SERVICES MANAGER

224.415.3791

MMORAWSKI@MGT.US

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Cover Letter

Feb 27, 2026

Travis A. Cooke, City Clerk
City of Van Meter
310 Mill Street
Van Meter, IA 50261



Dear Mr. Cooke:

As the nation's leading provider of executive recruitment and selection solutions, MGT Impact Solutions, LLC (MGT) is uniquely well qualified to partner with the City of Van Meter ("City") to exceed all your expectations on this City Administrator Recruitment project.

HOW CAN WE SUPPORT YOU?

Based on the City's request, we understand you are seeking City Administrator Recruitment Services. Following are the keys to our successful methodology:

- **Industry Leadership:** With over 1,500 completed executive recruitment engagements in 46 states and a diverse range of communities, we're a proven leader in local government recruitment. Over 40% of our clients are repeat customers, and 94% rate our performance as **Outstanding**.
- **Subject Matter Expertise:** Our team includes former local government leaders, human resources experts, and industry veterans, ensuring that we understand the specific challenges and opportunities in government, education, and nonprofit sectors. We leverage our deep understanding of organizational culture and sector-specific needs to identify top-tier candidates who align with our clients' goals.
- **Top Talent, Guaranteed:** We use advanced recruitment strategies, including social media outreach and video interviews, to thoroughly vet candidates. Our Recruitment Brochures showcase in-depth knowledge of your community, and we conduct extensive reference checks and background searches to ensure we recommend the best fit.
- **True Partnership:** From start to finish, we collaborate closely with you. You'll have full access to candidate resumes, and we'll offer honest assessments to ensure the perfect match. Whether evaluating internal candidates or exploring non-traditional talent, we're committed to your complete satisfaction.
- **Flexible Solutions:** We offer customizable recruitment services to suit any budget, from Full Executive Searches to Limited Scope and Virtual Recruitments. Our proposal outlines the service scope that best meets your needs.

Our comprehensive and tailored executive recruitment services are designed to meet the unique needs of your organization. With a proven track record, a focus on quality, and a commitment to partnership, we ensure that every step of the process is handled with expertise and care. Whether you're seeking top-tier talent, exploring non-traditional candidates, or working within a specific budget, we are here to deliver the best fit for your organization. We look forward to working with you to find the ideal candidate who will drive success and elevate your community's leadership.

COVER LETTER

MGT CONTACT INFORMATION

MGT HEADQUARTERS	MGT Impact Solutions, LLC 4320 West Kennedy Boulevard Tampa, Florida 33609 FEIN: 81-0890071 www.mgt.us
PROPOSAL CONTACT	Michele Morawski, Client Services Manager 224.415.3791 mmorawski@mgt.us

The following proposal has been tailored to your specifications and provides a detailed plan of how we will partner with you to meet your objectives. Thank you for the opportunity to present our qualifications to the City of Van Meter. Should you have questions on any aspect of this proposal, please contact **Michele Morawski** at **224.415.3791** or **mmorawski@mgt.us**.

Regards,



Lawrence Cowan, Chief Operations Officer for Revenue Operations
Authorized to bind the firm



Firm Profile

Impacting communities for good.

MGT brings **50 years** of experience driving positive social change and performance in education, government, nonprofits, and critical infrastructure/private industries through **assisting clients to strengthen their foundation, change systematically, and enable resiliencies for long-lasting change**. Since inception, MGT has significantly grown in size and capacity – working with state and local governments and education partners. Today, we bring a team of over **1,200 professionals** who offer in-depth market knowledge and understanding so we can hit the ground running.

MGT is a privately held, employee-owned and financially stable limited liability company with a deep roster of staff and a commitment to serving the public. Our clients care about addressing the world’s most-pressing problems, and so do we. Their “why” is our why.

What sets us apart is our ability to customize and offer individualized support but also the resources of a larger infrastructure to enable flexibility in impacting to-scale. Throughout our history, MGT has successfully delivered more than **30,000 projects** through a thoughtful balance of balancing the “immediate” needs while changing systems to plan for future resilience and success.

MGT | FIRST LOOK

Name: MGT Impact Solutions, LLC (MGT)

Locations: Headquarters in Tampa, FL; branch offices nationwide.

Cooperative Contracts:

- ASC 20-7359, 24-7484
- OMNIA LS4612
- Sourcewell 060624MGT
- TIPS 220601, 220802, 230105
- TXShare 2024-019

Structure: Privately held, employee-owned, client-driven Limited Liability Company.

Lines of Business: Strategy and Implementation, Performance and Operations, IT Infrastructure, and Cyber Security and Resilience for public sector and commercial companies.

Markets we serve:

- Higher Education
- Prek-12
- Government
- Nonprofits
- Commercial Industries

 **50**
years

 **1,200**
consultants

 **30,000**
projects

Specialized technology and advisory solutions for society’s most mission-critical challenges.



Our Commitment

MGT embraces the most complex challenges on the leadership agenda, with deep commitment, agility, and local expertise to make a measurable and profound impact. Simply stated, **we are impacting communities for good.**

DEFINED BY IMPACT

Making a profound impact on society is at the heart of who we are and what we do. City of Van Meter should be proud to make a difference in the lives of the citizens in your community, and we are proud to work with you toward this goal. Our team empowers organizations through innovations in people, processes, and technology to lift and strengthen your solutions.

People



We believe in the power of connecting people and ideas to solve mission-critical, complex challenges to foster trusted partnerships with clients, for life.

Purpose



We are led by a singular purpose—to offer partnerships and design solutions that provide enduring opportunities for individual prosperity and community well-being.

Performance



We partner with our clients to advance learning outcomes, manage technology networks, reduce operational costs, improve workflows, and engineer resilient IT infrastructure.

Education State & Local Government Enterprise & Critical Industries

Technology Solutions

We provide engineering expertise to modernize and manage IT infrastructure and ensure technology implementation is properly designed, integrated, optimized, and maintained. MGT delivers end-to-end solutions tailored to your unique needs, spanning managed services, cybersecurity, physical security, network infrastructure, cloud and data, SaaS offerings, and communications.

As your trusted advisors, we partner with you to develop strategic technology architectures and/or assist you in quickly procuring and installing equipment for immediate needs or to resolve an IT issue.

Advisory Solutions

We empower organizations to make data-informed decisions by unlocking and organizing critical information—financial and operational—to support strategic, evidence-based planning.

With that insight, we partner with clients to develop tailored strategies and actionable road maps that drive meaningful outcomes.

Our expertise spans data, talent, processes, and technology—optimizing each to achieve measurable impact with efficiency. From PMO support to workforce placement and development, we work alongside our clients to implement solutions and deliver results that matter.

Beyond the Project: Comprehensive People Solutions

We support clients in addressing their most mission-critical human capital needs, with specialized expertise in executive recruitment, staffing solutions, and human resources consulting. With over 1,250 clients, 3,100 completed projects, and a 93% client satisfaction rate, MGT delivers tailored solutions to help organizations attract top talent, meet urgent short- or long-term staffing demands, support critical IT project staffing needs, and strengthen their workforce strategies.

To schedule a complimentary consultation, contact: **Senior Vice President Joellen Cademartori**, MGT's head of Human Capital, at jcademartori@mgt.us.



Project Team

The success of a consulting engagement is founded on the qualifications of the project team and the way in which it is structured and managed.

MGT employs a team of professionals with backgrounds in local government and the not-for-profit sector. With the City’s staffing needs in mind and due to the significance of this recruitment, we have assigned our highly knowledgeable and experienced consultant, Ashley Eccles. She will act as your Recruitment Lead and the primary point of contact for this project. All Recruitment Leads are supported by the Vice President of Human Capital Solutions, a Recruitment Coordinator, and Reference Specialist. Depending on availability at the time a contract is awarded, MGT reserves the right to assign another Recruitment Lead to ensure the recruitment is completed within an appropriate time frame. Staff biographies are located in **Appendix A.**

Recruitment Lead & Main Point of Contact

 <p>ASHLEY ECCLES Senior Consultant 847-380-3240 AEccles@mgt.us</p>	<p>Ashley Eccles leads executive and specialized municipal recruitments, leveraging 9 years in local government administration and HR/operations to deliver high-retention senior leadership placements, with recent CAO searches in Hampshire, IL; Park Forest, IL; and Lake Geneva, WI.</p>
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Director | Recruitment Support

 <p>YOLANDA HOWZE Director – Executive Recruitment 314.304.2889 YHowze@mgt.us</p>	<p>Yolanda Howze is a well-regarded human resources professional with more than 25 years of leadership experience in public sector human resources, primarily in municipal government.</p>
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Project Executive

 <p>CHARLENE STEVENS Vice President – Human Capital Solutions 320.262.0303 CStevens@mgt.us</p>	<p>Charlene leads MGT’s Executive Recruitment practice and has over 25 years of leadership and recruitment experience in public sector management.</p>
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Project Approach & Methodology

A detailed plan specifically designed for you.

Project Understanding

A typical recruitment and selection process requires a significant investment of time and effort. A substantial portion of this involves administrative tasks such as advertisement placement, reference checks, and candidate due diligence.

We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search.

Our clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.



Success Stories

“The coordination by the consultant helped to alleviate the workload of internal staff. Consultant was willing to customize the process based on the City’s needs.”

Proposed Work Plan

PHASE 1 – POSITION ASSESSMENT, ANNOUNCEMENT, & BROCHURE

Activities

MGT treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the position. Understanding the organizational culture is critical to successful recruitment. We gain this insight and information through meetings (one on one and in small groups), surveys, and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

INFORMATION GATHERING

- One-on-one or group interviews with stakeholders identified by the City.
- Community forums (in-person or via video) can be used to gather input and feedback.
- Surveys can be used for department personnel and/or the community to gather feedback.
- Conversations/interviews with department heads.

A combination of the items listed above can be used to fully understand community and organizational needs and expectations for the position (this proposal includes 12 hours of meetings – additional meetings can be added for a fee of \$225/hour plus actual expenses if

incurred). One organizational survey is included. A separate Community Survey with detailed analytics can be conducted for \$3,500. Community Forums are conducted as an optional service.

Development of a **POSITION ANNOUNCEMENT** to be placed on websites and social media.

Development of a thorough **RECRUITMENT BROCHURE** for City review and approval.

Agreement on a detailed **RECRUITMENT TIMETABLE** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to the appointment of the finalist candidate.

PHASE 2 – ADVERTISING, CANDIDATE RECRUITMENT, & OUTREACH

Activities

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. Our website is well known in the local government industry – we typically have 17,000+ visits monthly to our website and career center. Additionally, our weekly jobs listings are sent to over 8,000 subscribers.

Phase 2 will include the following:

- MGT consultants will personally identify and contact potential candidates.
- Develop a database of potential candidates from across the country unique to the position and to the City, focusing on:
 - Leadership and management skills.
 - Size of organization.
 - Experience in addressing challenges and opportunities also outlined in Phase 1.
 - The database will range from several hundred to thousands of names. An email campaign will be sent to each potential candidate.
- Placement of the Position Announcement:
 - Public sector online Career Centers.
 - **Social media:** LinkedIn (posted on MGT Executives LinkedIn news feeds to reach over 50,000 connections), Facebook, and Instagram.
 - MGT will provide the City with a list of advertising options for approval.

PHASE 3 – CANDIDATE EVALUATION & SCREENING

Activities

Phase 3 will include the following steps:

- Review and evaluation of candidates' credentials with consideration to the criteria outlined in the Recruitment Brochure.
- Candidates will be narrowed down to those that meet the qualification criteria.
- Candidate evaluation process:
 - Completion of a questionnaire explaining prior work experience.

PROJECT APPROACH & METHODOLOGY

- Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate.
- References provided by the candidate are contacted.
- Internet/Social Media search conducted on each finalist candidate.

All resumes will be acknowledged and inquiries from candidates will be personally handled by MGT, ensuring the City's process is professional and well regarded by all who participate.

PHASE 4 – PRESENTATION OF RECOMMENDED CANDIDATES

Activities

Phase 4 will include the following steps:

- MGT will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- MGT will provide an electronic recruitment portfolio which contains the candidates' materials along with a "mini" resume for each candidate so that credentials are presented in a uniform way.
- The City will receive a log of all applicants and may review resumes if requested.
- Report will arrive in advance of the Recruitment Report Presentation.

MGT will meet with the City to review the recruitment report and provide additional information on the candidates.

PHASE 5 – INTERVIEWING PROCESS & BACKGROUND SCREENING

Activities

Phase 5 will include MGT completing the following steps:

- Develop the first and second round interview questions for City review and comment.
- Coordinate candidate travel and accommodations.
- Provide City with an electronic file that includes:
 - Candidates' credentials.
 - Set of questions with room for interviewers to make notes.
 - Evaluation sheets to assist interviewers in assessing the candidate's skills and abilities.

PROJECT APPROACH & METHODOLOGY

Background screening will be conducted along with additional references contacted:

MGT BACKGROUND SCREENING

- | | |
|--|---|
| ✓ Social Security Trace & Verification | ✓ County/Statewide Criminal Search |
| ✓ US Federal Criminal Search | ✓ Civil Search |
| ✓ Verified Enhanced National Criminal Search | ✓ Bankruptcy, Liens, and Judgements |
| – National Sex Offender Registry | ✓ Motor Vehicle Record |
| – Most Wanted Lists: Federal Bureau of Investigation (FBI), Drug Enforcement Agency (DEA), Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), Interpol | ✓ Education Verification – All Degrees Earned |
| – Office of Foreign Assets Control (OFAC) Terrorist Database Search | Optional: Credit Report – Transunion with score (based on position and state laws) |
| – Office of the Inspector General (OIG), General Services Administration (GSA), System for Award Management (SAM), Food and Drug Administration (FDA) | Optional: |
| – All felonies and misdemeanors reported to the National Database | – Professional License Verification |
| | – Drug Screen |
| | – Employment Verification |

MGT will work with you to develop an interview schedule for the candidates and coordinate travel and accommodations. MGT consultants will be present for all the interviews, serving as a resource and facilitator.

MGT will coordinate a 2-Step Interview process. The first-round interviews will include four to five candidates. The second-round interviews will include two or three candidates. MGT will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- Tour of City facilities.
- Interviews with senior staff.

PHASE 6 – APPOINTMENT OF CANDIDATE

Activities

- MGT will assist you as much as requested with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- MGT will notify all applicants of the final appointment, providing professional background information on the successful candidate.

Project Timeline

Based on our experience in conducting similar projects, we anticipate the proposed project can be completed within 14 weeks of project initiation as illustrated in **Exhibit 1**.

Exhibit 1. Proposed Schedule

WORK PLAN TASKS	WEEK													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Phase 1: Position Assessment, Position Announcement, & Brochure	█	█												
Phase 2: Advertising, Candidate Recruitment, & Outreach			█	█	█	█								
Phase 3: Candidate Evaluation & Screening							█	█	█					
Phase 4: Presentation of Recommended Candidates										█				
Phase 5: Interviewing Process & Background Screening											█	█		
Phase 6: Appointment of Candidate													█	█

Commitment to Diverse, Highly Qualified Applicant Pool

MGT is a national leader in consulting, strategic planning, and organizational transformation that helps public-sector organizations strengthen inclusive, representative workplaces. In executive recruitment, we are intentional about building diverse, highly qualified candidate pools by expanding outreach beyond traditional channels and applying structured, job-related evaluation practices to support a fair, consistent, and merit-based selection process.

MGT is also a pioneering firm in disparity research. Since 1990, we have completed more than 230 disparity studies for public agencies to help strengthen procurement operations, improve accountability, and expand participation among historically underrepresented groups, including minority- and women-owned businesses. By analyzing policies, practices, and programs, our clients are better positioned to improve access to economic opportunity and develop stronger business and workforce pipelines in communities that have faced longstanding barriers.

We actively support organizations that advance broader representation in local government through volunteer engagement and financial contributions. Partners include the National Forum for Black Public Administrators, the Local Government Hispanic Network, the League of Women in Government, and CivicPride. Our team has presented on inclusive leadership at ICMA and state conferences, and staff participate in relevant professional development, including implicit-bias training. We also provide curated learning resources at mgt.us.

MGT has partnered with i4x, the consulting arm of the National Forum for Black Public Administrators, to support recruitment and selection efforts in multiple cities. This collaboration reinforces our focus on broad outreach and selection processes that help clients identify leaders who can effectively serve their communities.



References

A leader in local government recruitment and selection.

Success Stories

"We were very impressed by how efficient they worked, their methodology, their insight, and their professionalism.

I would highly recommend MGT and hope to do business with them again for our next study."



More than one-third of the organizations served by MGT have contracted for multiple projects; we feel repeat business is the greatest testament to our commitment to customer service and client satisfaction. We encourage you to contact any of our references to learn of our professionalism, ability to meet timelines, and the expertise of our staff.

CITY OF INDIANOLA, IA

Courtney Silliman, Director of Human Resources
110 North 1st. Street | Indianola, IA 50125
515-962-5272 | csilliman@indianolaiowa.gov

MGT provided recruitment and selection services for the following positions:

- City Manager, 2025
- City Manager, 2022

CITY OF WINDSOR HEIGHTS, IA

Mike Jones, Mayor
1145 66th Street | Windsor Heights, IA 50324
515-238-5105 | Mike.jones@windsorheights.org

MGT provided recruitment and selection services for the following positions:

- City Administrator, 2023
- City Administrator, 2020

HAMPSHIRE, IL

Mary Jo Seehausen, Village Manager
234 S. State Street | Hampshire, IL 60140
(847) 683-2181 ext. 26 | mseehausen@hampshireil.org

MGT provided recruitment and selection services for the following positions:

- Village Manager, 2025
- Chief of Police, 2023



Cost Proposal

*Defined by Impact. Driven by People.
Dedicated to the Community.*

We take pride in customizing our client’s needs – and we will work with you to ensure our fees are aligned with your expectations and budget.

Full Scope Recruitment

Summary of Costs	Price
Recruitment Fee	\$22,000
Recruitment Expenses (not to exceed) Expenses include candidate due diligence efforts on presented candidates and background screenings for up to four finalists.	\$2,000
Advertising <i>*Advertising costs over \$2,000 will be placed only with client approval. If less than \$2,000, client is only billed for actual cost.</i>	\$2,000*
TOTAL:	\$26,000**

***Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the City for reimbursement.*

Possible in-person meetings could include:

- Presentation of recommended candidates
- Interview Process

Any additional consultant visits requested by the City (beyond the two visits listed above) will be billed at \$225/hour. The additional visits may also result in an increase in the travel expenses billed.

*This fee does not include travel and accommodation for candidates interviewed.

RECOMMENDED OPTIONAL SERVICE

Our Classification and Compensation team can conduct a review and analysis of the job description, qualifications, and classification, and provide comparable insights using reliable compensation and job data sources. This analysis helps ensure the position’s skill requirements and salary range are aligned with the broader market. **Cost: \$900**

Payment for Fees & Services

- **1st Invoice:** Contract Award (40% of the Recruitment Fee).
- **2nd Invoice:** Presentation of Candidates (40% of the Recruitment Fee & expenses incurred to date).
- **Final Invoice:** Completion of Recruitment (20% of the Recruitment Fee plus all remaining expenses).

Proposal pricing is valid for 90 days. Payment of invoices is due within 30 days of receipt.

Our Guarantee – Full Scope Recruitment

MGT will present well-qualified candidates and support the client through selection and appointment. Because top candidates move quickly, the client agrees to provide timely direction and decisions. If the client does not respond to multiple written requests for decisions and/or guidance within six weeks of (i) delivery of the candidate slate for interviews or (ii) completion of finalist interviews, MGT may, at its discretion, terminate the engagement and invoice for services performed and expenses incurred to date.

If the client rejects a slate of qualified candidates and/or does not negotiate in good faith to finalize an offer, and instead elects to re-advertise the position, MGT reserves the right to assess additional consulting fees commensurate with the incremental scope and work requested.

Upon appointment of a candidate, MGT provides the following guarantee: should the selected and appointed candidate, at the request of the City or the employee's own determination, leave the employ of the City within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses, including advertising and consultant travel. To enact the guarantee, the City:

1. Must request the replacement search within 30 days of the candidate's departure.
2. Must provide documentation of (i) regular onboarding meetings with the governing body (or designee) and (ii) at least one formal evaluation, including the candidate self-evaluation, Board of Commissioners input, and a written evaluation summary provided to the candidate.

HIRING OF ADDITIONAL CANDIDATES

If the City hires more than one candidate introduced by MGT as a result of this recruitment process during the subsequent 12-month period, an additional placement fee equivalent to 50% of the recruitment fee will apply for each additional hire. The guarantee stated above will only apply to the initial candidate hired by the City.



Optional Recruitment Services

The Nation's Recruitment Leader.

Having a solid plan in place is the only way to reach your long-term vision and goals, and we want to see you thrive. Our variety of services can be personalized to make the most of your strengths and give you an extra layer of support where you need it. We offer the following additional service offerings:

FACILITATED PERFORMANCE EVALUATION

As a service to the City, we offer the option of providing you with a proposal for a 360° performance evaluation for the appointed position at six months and one year into their employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the City feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, MGT will prepare a proposal for this service.

LEADERSHIP/PERSONALITY TESTING

MGT has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the City is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC, and others. Depending on the evaluation type, selected fees will vary.

RECORDED ONE-WAY VIDEO INTERVIEW OF CANDIDATES

Candidates we recommend for your consideration can complete a one-way video interview with three to five questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview at an additional cost.



Human Capital Consulting

MGT partners with public sector and nonprofit clients to address mission-critical human capital challenges through integrated staffing solutions and HR consulting. Our tailored approach helps organizations attract top talent, respond to urgent staffing needs, support complex IT initiatives, and strengthen long-term workforce strategy.

To schedule a complimentary consultation, contact MGT's head of Human Capital:
Joellen Cademartori, Senior Vice President | jcademartori@mgt.us

MGT STAFFING SOLUTIONS

Flexible staffing support to bridge workforce gaps and sustain operations. We serve cities, counties, school districts, and nonprofits with professionals across management, finance, IT, public safety, education, and more. We connect clients to skilled talent quickly through short-term assignments, longer-term placements, and outsourced arrangements to maintain continuity and stability.

CLASSIFICATION & COMPENSATION STUDIES

Classification and compensation expertise supported by current market salary and benefits data. We provide practical recommendations to guide workforce decisions and keep compensation competitive and equitable.

ORGANIZATIONAL & STAFFING REVIEWS

Assessment of organizational structure, workforce allocation, and operating dynamics to identify improvement opportunities. Data-driven insights help streamline processes, optimize and forecast staffing levels, and improve productivity.

LEADERSHIP DEVELOPMENT TRAINING

Leadership development for public sector supervisors, including an 8-week online supervisory course. We also offer tailored trainings and assessments to strengthen core leadership capabilities at every level.

HUMAN RESOURCES AUDITS AND ASSESSMENTS

Support that blends strategy and implementation, including strategic planning, change management, HR audits, staffing analysis, and policy review and development. This work strengthens compliance, aligns resources, and builds long-term organizational capacity.

EMPLOYEE ENGAGEMENT SURVEYS

Engagement surveys and workplace climate assessments, delivered with our University of North Carolina–Chapel Hill partner, to measure morale and identify actionable improvements.

SUCCESSION PLANNING

Succession strategies that build leadership continuity by aligning competencies with development opportunities and strengthening talent pipelines for near-term stability and long-term adaptability.



Appendix A. Consultant Biographies

Biographies of our proposed consultants are provided on the following pages.



Ashley Eccles
Senior Consultant

Ashley Eccles joined MGT in 2024 as a Senior Consultant, where she leads executive recruitments and provides general consulting services. She has partnered with local government agencies primarily in Illinois and Wisconsin to recruit and place senior leaders, resulting in high-retention placements and strengthening organizational leadership including: City Managers, Deputy/Assistant City Managers, Finance Directors, Community Development Directors, Village Engineers, Public Works Directors, Human Resources Directors, and Public Health Directors.

With nine years of public sector experience, Ashley has a robust background in complex municipal environments. She has served as an Assistant Village Administrator in two suburban municipalities in Chicagoland, where she organized and directed day-to-day operations and projects across the HR Division, IT Division, and Communications Divisions. Ashley has successfully handled recruitment, collective bargaining, benefits administration, and transitions to new benefit cooperatives. Additionally, she has led strategic IT reviews, managed insurance claims, and negotiated contracts for better service delivery. Her leadership roles have included chairing the Executive Safety and Sustainability Committees and serving as a liaison to local chambers of commerce.

Areas of Expertise

- Recruitment & Selection for Executive and Specialized Municipal Positions
- Human Resources Management in Local Government
- Human Capital Strategy
- Strategic Leadership & Administrative Operations
- Crisis Communications
- Community Engagement

Education

- M.P.A., Pennsylvania State University, World Campus
- B.A., Communications & Public Relations, Carthage College

Certification

- Graduate Certificate in Public Sector Human Resources Management, Pennsylvania State University

Recognition

- Lake Zurich Area Chamber of Commerce Young Professional of the Year Nominee (2016)

Memberships & Affiliations

- International City and County Management Association (ICMA), Current Member
- Illinois City/County Management Association (ILCMA), Current Member
- Member of Legacy Project: Advancing Women in Local Government, 2015-2017, 2024-Present
- Illinois Public Employer Labor Relations Association (IPELRA), Former Member
- Former Member of the McHenry County PIO Network, 2018-2022
- Former Member of the NE-IL PIO Network, 2018-2022
- Former Member of the National Information Officers Association (NIOA), 2018-2022

Professional Experience

- MGT Impact Solutions, LLC, Senior Consultant, 2024-Present
- Village of Antioch, IL, Assistant Village Administrator, 2023-2024
- Village of Lake in the Hills, IL, Assistant Village Administrator, 2022-2023; Communications Coordinator/PIO, 2018-2022
- Village of Hawthorn Woods, IL, Management Analyst/Public Information Specialist, 2016-2017; Administrative Intern, 2015



Yolanda Howze, MPA

Director

Yolanda Howze is a well-regarded human resources professional with more than 20 years of leadership experience in public sector human resources, primarily in municipal government. At MGT, Yolanda serves as a Director with the firm's public sector executive recruitment team, leading projects across local government, nonprofit, K-12, and higher education clients. She brings deep expertise in executive search, classification and compensation systems, and human capital strategy, providing clients with comprehensive, tailored recruitment and HR solutions.

Prior to joining MGT, Yolanda held senior leadership roles in local government including Assistant to the City Manager/Director of Human Resources in Missouri and Director of Human Resources in Texas. She also served as a Director of Executive Search and Senior Consultant with national consulting firms, managing large-scale executive recruitment projects and advising clients on HR operations and organizational design and classification and compensation strategies. A recognized thought leader, Yolanda is a frequent speaker and author on HR topics and was honored by the Texas Municipal Human Resources Association (TMHRA) as Human Resources Professional of the Year.

Areas of Expertise

- Executive Recruitment & Human Capital Strategy
- Classification, Compensation & Total Rewards
- Organizational Development, Training & Performance Management
- HRIS, Process Improvement & Change Management
- Employee Relations, Risk & Emergency Management

Education

- M.A., Public Administration & Policy Analysis, Southern Illinois University Edwardsville
- B.A., Psychology and Organizational Leadership, Maryville University

Training & Instruction

- Senior Certified Professional, PSHRA-SCP, SPHR, SHRM-SCP
- Extensive Public Sector HR Leadership Training, PSHRA and SHRM
- Continuing Education & Professional Development Programs, Human Resources Certification Institute (HRCI), International City/County Management Association (ICMA)
- Conference Presenter and Workshop Facilitator, PSHRA

Memberships & Affiliations

International City/County Management Association (ICMA), Current Member

Public Sector Human Resources Association (PSHRA), Current Member

PSHRA Greater St. Louis Chapter, Current Member & Past President
Society for Human Resource Management (SHRM), Current Member

Texas Municipal Human Resources Association (TMHRA), Former Member

PSHRA Texas Chapter, Former Member

PSHRA Central Region, Former Member & Past Vice President

Professional Experience

MGT Impact Solutions, Director, Executive Recruitment, 2025-Present

National Executive Search Firms, Director of Executive Search & Senior Consultant II, 2020-2025

City of University City, Missouri, Assistant to the City Manager/Director of Human Resources, 2018-2020; Director of Human Resources, 2005-2010; HR Coordinator/Specialist, 2002-2005; City Manager's Executive Assistant, 1996-2002; Planning and Development Administrative Assistant, 1994-1996

City of Bellaire, Texas, Director of Human Resources, 2012-2018
Independent/Contract Consulting, 2011-2012



Charlene Stevens

Vice President

Charlene Stevens brings over 25 years of municipal management and 7 years of public sector recruitment experience to her role as Vice President at MGT. Charlene leads MGT’s Executive Recruitment practice and provides consulting support for the Human Capital Consulting practice. Her career spans rural, suburban, and urban communities across Minnesota, Kansas, and Pennsylvania, giving her a strong ability to work effectively with diverse individuals and groups.

Her public sector background includes leadership in civic engagement, community visioning, workforce development, and downtown revitalization. Known for her professionalism and dedication to public service, Charlene is widely recognized for her leadership within the profession. She is a committed mentor and advocate for inclusive workplaces, with a strong track record in community engagement and project management.

Charlene is a frequent presenter at state and national conferences.

Areas of Expertise

- Executive Recruitment
- Human Resources
- Staff Development
- Strategic Planning
- Civic Engagement
- Community Visioning
- Parks and Greenspace Preservation
- Workforce Training Initiatives
- Municipal Management

Education

- M.P.A., University of Kansas
- B.A., International Relations, Pomona College

Training & Instruction

- Instructor, International City and County Management Association (ICMA), Emerging Leaders Development Program and Mid-Career Institute
- Presenter and Speaker for ICMA, MCMA, and State Association and Affiliate Groups

Memberships & Affiliations

International City/County Manager Association (ICMA), Current Member, Past Regional Vice President, Past Committee and Task Force Chair

Minnesota City/County Managers Association (MCMA), Current Member

League of Minnesota Cities, Past Board Member

Coalition of Greater Minnesota Cities, Past Board Member

Women in Public Service Wichita/Sedgwick County, Kansas, Founding Member

Professional Experience

MGT Impact Solutions, LLC, Vice President, 2019-Present

City of Cottage Grove, MN, City Administrator, 2015-2018

City of Willmar, MN, City Administrator, 2011-2015

Sedgwick County, KS, Assistant County Manager, 2006-2011

Township of Lower Gwynedd, PA, Assistant Township Manager, 1999-2006

Township of Buckingham, PA, Assistant Township Manager, 1997-1999

City of Wichita, KS, Neighborhood Assistant, 1995-1996



Appendix B. Client List

A list of the clients we have had the pleasure of partnering with that complement the City's recruitment request is provided on the following pages.



City/County Management Executive Recruitment Client List 2023 to Present

State	Client	Position Title	Population	Year	
Alaska	Bethel	City Manager	6,500	2024	
	Homer	City Manager (Professional Outreach)	5,300	2024	
Arizona	Buckeye	City Manager	69,744	2025	
	Kingman	City Manager	34,669	2023	
California	Antioch	City Manager	115,264	2024	
Colorado	Adams County	Deputy County Manager	519,572	2024	
	Longmont	Assistant City Manager - External Services	100,758	2025	
	Loveland	City Manager	82,460	2024	
Connecticut	Bloomfield	Town Manager	21,301	2024	
	Granby	Town Manager	11,375	2023	
	Simsbury	Town Manager	25,517	2023	
Delaware	Milford	City Manager	12,272	2024	
Florida	Apopka	City Administrator	55,496	2024	
	Clearwater	Assistant City Manager	116,850	2024	
	Deerfield Beach	City Manager	80,000	2024	
	Fort Lauderdale	City Manager	184,255	2024	
	Melbourne Beach	Town Manager	3,281	2025	
	Miami Beach	City Manager	88,000	2024	
	Pinellas County	Assistant County Administrator	970,600	2024	
	St. Johns County	County Administrator	292,466	2023	
	Walton County	County Administrator	75,305	2023	
Georgia	Augusta	Deputy Administrator	200,000	2025	
	Chatham County	Assistant County Manager	296,329	2025	
Illinois	Cary	Assistant City Administrator	17,840	2024	
	Crest Hill	City Administrator	21,169	2025	
	Evanston	Deputy City Manager (2)	75,000	2024	
	Farmer City	City Manager	1,828	2024	
	Galesburg	City Manager	33,706	2023	
	Hampshire	Village Manager	6,347	2025	
	Hanover Park	Deputy Village Manager	38,510	2024	
		Village Manager	38,510	2025	
	Kenilworth	Village Manager	2,562	2024	
	Lake Bluff	Assistant to the Village Administrator	5,698	2023	
	Lake Villa	Assistant to the Village Administrator	8,774	2023	
		Lincolnshire	Assistant Village Manager/Community & Economic Development Director	7,500	2025
		Lisle Township	Township Administrator (Virtual)	119,040	2024
		Long Grove	Village Manager	8,153	2023
		Maryville	Village Administrator	8,316	2024
		McHenry	City Administrator	27,135	2023
		Morton Grove	Village Administrator	23,500	2024
		Northfield	Village Manager	5,400	2023
		Oak Park Township	Township Manager	51,774	2023
		Park Forest	Village Manager	21,975	2025
	Pingree Grove	Village Manager	10,000	2023	
	Rockton	Village Administrator	7,863	2025	
	Vernon Hills	Assistant Village Manager (Limited)	25,911	2025	
	West Chicago	City Administrator	27,221	2025	
	West Dundee	Assistant Village Manager/Administrative Services Director (Virtual)	8,000	2024	
	Winfield	Village Manager	9,418	2025	
	Winnetka	Deputy Village Manager	12,417	2025	
Iowa	Ames	Assistant City Manager (Limited)	66,498	2023	
	Indianola	City Manager	15,833	2025	
	Marshalltown	City Administrator	27,338	2024	
	Sioux City	City Manager	83,000	2025	
	Urbandale	City Manager	45,580	2024	
	Windsor Heights	City Administrator	4,860	2023	
Maryland	Takoma Park	City Manager	17,629	2023	
Michigan	Barry County	County Administrator	60,540	2024	
	Berkley	City Manager	14,970	2024	
	Laketown	Township Manager	6,192	2025	

	Troy	City Manager	83,181	2024
Minnesota	Blaine	Director of Administrative Services	67,939	2024
	Breezy Point	City Administrator/Clerk/Treasurer	2,396	2025
	Edina	Assistant City Manager (Limited)	53,318	2023
	Fairmont	City Administrator	10,477	2025
	Golden Valley	City Manager	22,715	2024
	Lindström	City Administrator	4,888	2023
	Ramsey County	County Manager	536,000	2024
	Scandia	City Administrator	4,149	2023
	Wayzata	City Manager	4,363	2025
Missouri	Creve Coeur	City Administrator	18,538	2025
	Frontenac	City Administrator	3,640	2025
	Jackson	City Administrator	15,702	2024
	Ozark	City Administrator	21,284	2024
	University City	Deputy City Manager - Support Services	35,172	2024
Nebraska	La Vista	City Administrator	16,746	2025
New Mexico	Los Alamos County	County Manager	19,330	2023
North Carolina	Albemarle	City Manager	16,404	2024
	Ayden	Town Manager	5,000	2023
	Cumberland County	Assistant County Manager	336,000	2025
	Mecklenburg County	County Manager	1,100,000	2025
North Dakota	Minot	Assistant City Manager	45,700	2023
Pennsylvania	Allegheny County	County Manager (Professional Outreach)	1,230,000	2024
Tennessee	Franklin	Assistant City Administrator	88,558	2025
	Oak Ridge	City Manager	31,402	2023
Virginia	Alleghany County	County Administrator	14,500	2025
	Fairfax County	Deputy County Executive	1,150,309	2024
	Hampton	Assistant City Manager	137,436	2024
	Newport News	City Manager	181,958	2023
	Pittsylvania County	County Administrator	59,571	2025
Wisconsin	Lake Geneva	City Administrator	7,710	2025
	Oshkosh	City Manager	66,700	2024
	Sheboygan	City Administrator	48,327	2023
	Waukesha	City Administrator	71,158	2023
	West Bend	City Administrator	31,540	2025

Agenda Item #20

Civic Systems Software Services Agreement

Submitted for: Discussion and Consideration

Summary: CivicPlus Agenda and Meeting Management software is an end-to-end, cloud-based solution designed to help municipal clerks and local governments automate the entire meeting lifecycle. Key benefits include:

Significant Time Savings

Reduced Agenda Prep: Users report a 40–50% decrease in manual agenda creation time, often reducing a multi-day process to mere minutes.

Automated Minutes: The software captures roll calls, motions, and votes in real time, automatically compiling them into minutes and eliminating hours of transcription work.

AI Assistance: An AI Editing Assistant helps staff draft, polish, and format agenda items and minutes directly within the workflow to improve clarity and speed.

Public Access: Automatically publishes meeting content to a mobile-friendly public portal, providing residents with searchable access to agendas, packets, and minutes.

Recommendation: Approve the Civic Clerk Software Services Agreement

Sample Motion: Motion to approve the Statement of Work from Civic Plus.

City Councilmember: _____ So moved.

City Councilmember: _____ Second.

Mayor: Roll Call Please.

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



CivicPlus

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Statement of Work

Q-110332-1

Quote #:

Date:

Expires On:

3/31/2026

Client:

City of Van Meter, IA

Bill To:

VAN METER CITY, IOWA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Megan Poole		megan.poole@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	AMM Select: Pro Premium Implementation	Pro Premium Implementation; Includes config. of up to 10 meeting types, up to 10 boards, 1 approval workflow per meeting type, 4 hrs of training, and 2 hrs of consulting; Includes 1 original agenda, 1 original minutes, and 1 original staff report design

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	AMM Select: Pro Annual Fee	AMM Select: Pro Annual Fee

Total Investment - Initial Term	USD 9,200.00
Annual Recurring Services (Subject to Uplift)	USD 5,300.00

Initial Term	12 Months Beginning at Signing
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-110332-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Organization Legal Name: _____

Billing Contact: _____

Title: _____

Billing Phone Number: _____

Billing Email: _____

Billing Address: _____

Mailing Address: (If different from above) _____

PO Number: (Info needed on Invoice (PO or Job#) if required) _____

Agenda Item # 21

Employee Assistance Program Services Agreement

Submitted for: Discussion and Consideration

Summary: Employee & Family Resources (EFR) has submitted a proposal to provide Employee Assistance Program (EAP) services to the City of Van Meter. The EAP provides confidential counseling, crisis response, management consultation, wellness resources, and related services for employees and their household members. The proposal provides for a twelve (12) month agreement and is intended to support employee well-being, productivity, and organizational health.

Recommendation: Approve the Employee Assistance Program Services Agreement with Employee & Family Resources.

Sample Motion: Motion to approve RESOLUTION NO. 2026-24
A RESOLUTION APPROVING AN EMPLOYEE ASSISTANCE
PROGRAM SERVICES AGREEMENT

City Councilmember: _____ So moved.

City Councilmember: _____ Second.

Mayor: Roll Call Please.

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

RESOLUTION NO. 2026-24
A RESOLUTION APPROVING AN EMPLOYEE ASSISTANCE PROGRAM SERVICES
AGREEMENT

WHEREAS, the City of Van Meter, Iowa, recognizes the importance of employee well-being, mental health, and access to supportive resources; and

WHEREAS, Employee & Family Resources (EFR) has submitted a proposal to provide Employee Assistance Program (EAP) services to City of Van Meter employees and their household members; and

WHEREAS, the proposed EAP services include confidential counseling, crisis response, management consultation, wellness education, and related support services; and

WHEREAS, the proposal provides for a twelve (12) month agreement with pricing options for Core EAP services or Core + Wellness services; and

WHEREAS, the City Council finds that entering into an agreement with Employee & Family Resources is in the best interest of the City and its employees;

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

1. Approval of Agreement. The Employee Assistance Program Services Agreement between the City of Van Meter and Employee & Family Resources is hereby approved.
2. Authorization. The Mayor is authorized and directed to execute the agreement on behalf of the City, and the City Clerk is authorized to attest to the execution of the agreement.
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 March, 2026.

Joe Herman, Mayor

ATTEST:

Travis Cooke, City Clerk

Employee & Family Resources



EFR EMPLOYEE & FAMILY RESOURCES

EAP Support for Managers

Are you experiencing a difficult employee concern or situation?

Your **Employee Assistance Program (EAP)** from **Employee & Family Resources (EFR)** is **here to help!**

We offer **telephone-based support** via our team of **masters-level counselors 24 hours a day, 7 days a week, 365 days a year.**

We are here to assist with any issues, concerns, or questions you may have, **no matter how big or small!**

Crisis Response Services

When your workplace is impacted by a critical incident, we provide services to minimize disruption, foster resilience, and accelerate recovery after a crisis.

Examples of critical incidents include, but are not limited to:

- Death
- Robbery
- Natural disasters
- Terminal illness
- On-Site and/or off-site employee injuries

Consult with our masters-level counselors to arrange services, **including on-site group debriefings** typically held within 24 - 72 hours of the incident.



Here to Help Hub

Our **FREE quarterly email-newsletter** offers information and tips for responding to relevant issues that commonly appear within the workplace.

Employee & Family Resources
505 Fifth Avenue, Suite 600
Des Moines, IA 50309
efr.org



Management Consultation

Support for leaders on workplace performance issues.

Assistance includes, but is not limited to:

- Addressing employee performance concerns and **implementing a plan for improvement.**
- Managing a difficult employee
- Responding to a workplace conflict and **determining the best course of action**



Management Referral

A tool for responding to an employee with a work performance issue or company policy violation **with the goal of improving job performance, productivity and retention.**

We provide an **assessment** of the employee's challenges and provide **recommendations** for resolving those challenges, as well as ongoing case-management of follow-through with recommendations.

Life Happens, We're Here to Help!



EFR EMPLOYEE & FAMILY RESOURCES



800-327-4692

One Number, All Services



Management Referral Program

The **Management Referral** is a tool used by employers to offer **EAP assistance** to employees who are exhibiting workplace performance concerns such as:

- Frequent Absenteeism
- Late Arrival Habits
- Disruptive Behavior
- Violation of Workplace Policies

1

Employer calls EFR to make the Referral

2

Employee calls EFR to make the Appointment

EFR offers an appointment within **5 business days**

3

Employee attends sessions to complete assessment, referral, and brief counseling

EFR asks employee to sign form to **allow updates to employer**

4

With proper authorization, EFR provides update to employer.

5

Employer decides how to proceed based on workplace policy and outcome of Management Referral process



Agenda Item

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***

Public Works Report

March, 2026

- 1: Installed new door locks at 415 Grant Street. A total of 9 new locks were installed.
- 2: The back area at 415 Grant was cleaned of garbage and dilapidated fence.
- 3: Shane passed his grade 2 water distribution test.
- 4: Concrete patch in the parking for 527 Main was poured back by I-80 Concrete. We will be billed for this. The City removed the patch to abandon the water service to 601 Main.
- 5: The concrete patch on Arlington was poured back by JCI.
- 6: Submitted water and wastewater monthly monitoring reports for February.
- 7: Received quotes from Trusted Tree Service for trimming trees at the cemetery and total removal of a dead elm tree on city property at the corner of Ellis and Locust.
- 8: Installed a flared end section on a new pipe under the sidewalk at the corner of Hazel and DeSoto.
- 9: Cleaning the yard at the shop continues
- 10: Receiving quotes for a new fence around the yard at the shop.
- 11: Filled numerous potholes around the city.
- 12: Met with Brett from I-80 Concrete to get a bid for a section of trail from the school's softball parking lot to the pedestrian tunnel under Richland. Bid was received and forwarded on to Joel Akers and Joe Herman.
- 13: Installing the last of the meters through town
- 14: Raised two existing valve boxes at the end of Arlington.
- 15: Received a quote from City Wide to put a new furnace in the shop.
16. Trees at the cemetery are being trimmed.
- 17: Meeting with V&K on the possibility of having them manage our GIS for our city infrastructure. If anyone has any questions on this, please reach out.
- 18: Had a lunch meeting with Tim Wilson with Dixon Engineering. He wanted to follow up on the water tower inspection report.

19: Sent emails to a few builders and developers on cleaning up roads and maintaining lots.

20: With nicer weather utility locate tickets are picking back up.

21. Assisted with the environmental survey at 601 Main Street.

22: Fixed a manhole casting in the vicinity of Hudson and Hazel.

23: Had a snow event on 2-19/20 requiring plows to be dispatched.

24: A lift station pump failed on 2/19 at approximately 4:00 am. Iowa Pump works assisted in fixing the pump.

25: There was a water main break on 2/20 approximately 7:30 am. McKinney was called to assist in the fix. No boil advisory was issued. Samples were taken and all passed.

26: Took a load of scrap metal to Alter Recycling

27: Hauled 4 non-working refrigerators to the landfill.

28: Submitted water and wastewater reports for March

29: Installed keypad locks on the main lift station and booster station.

30: Built carts for the bypass pumps to help with moving pumps during a bypass event.

31: Did hydrant flow tests by 601 Main St. for fire suppression design for the new building.

32: Working with V&K to have J&K Contracting fix another settled utility ditch causing failed paving in the Trindle Ridge development.

Van Meter Fire Department

Fire Chief Mark Schmitt



Monthly Report to Council

Feb 2026

Training

Initial scene size up and incident command table top exercise

Ice water/cold water rescue

Significant calls

Grass fire that became a commercial structure fire in Earlham

Projects, Activities, & Special Events

Still working on the building project

Boards, Groups, and Associations

Attended Dallas County Fire Chiefs meeting on Feb 19th

For the good of the Department

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

Monthly Call Report

Feb 2026	Total	Responded	No Response	Fire	EMS
DeSoto	13	10	3	3	10
Van Meter	21	18	3	11	10
Mutual Aid	0	1	0	1	
Total	35	29	6	15	20

The 6 no response calls were 6EMS calls 3 to DeSoto and 3 in Van Meter



Work reflected took place between February 9th to March 7th

- Week of February 9th—Gettin’ Crafty @ the Library (Valentine’s Cards)
- February 9th—Dept. Head Meeting; City Council Meeting
- February 10th—Recharging in Challenging Times: An ALA Virtual Event (Webinar); Crafternoon for Adults
- February 11th—Library Board Meeting
- February 12th—University Kids Outreach; Stories, Songs & Snacks
- February 13th—Kids Care Outreach; Ricochet Academy
- Week of February 16th—Gettin’ Crafty @ the Library (Valentine Gnome)
- February 16th—Dept. Head Meeting
- February 19th—Stories, Songs & Snacks
- February 21st—Silent Book Club Dallas County @ The Morning Grind
- Week of February 23rd—Gettin’ Crafty @ the Library (Valentine Coloring)
- February 23rd—City Council Workshop
- February 24th—Stories, Songs & Snacks; Books & Banter
- February 26th—STEM Hour
- February 27th—Big Talk from Small Libraries Virtual Conference
- Week of March 2nd—Gettin’ Crafty @ the Library (Chalk Rainbow)
- March 2nd—Dept. Head Meeting
- March 4th—Bloom Where You’re Planted: Re-Energizing School & Public Library Programs Webinar (collaboration with Shannon Miller & Follett)
- March 5th—Stories, Songs & Snacks
- March 6th—Kids Care Outreach; Inspired Kids Outreach; Drew Daywalt visit at VM School
- March 7th—Saturday Storytime

The library has been working on several things along with Summer Reading 2026. We recently re-established the Friends of the Van Meter Public Library. Paperwork will be submitted to register this organization as a 501©3. During the month of February, the Friends executed a very successful mini-fundraiser with Blind Date with a Book. The Friends next event will be the annual book sale which will take place during Raccoon River Days. All are welcome to become a Friend of the library. Please reach out if you are interested!

The Library Board of Trustees is currently working with Misty Gray, State Library District Consultant, to create a new strategic plan. Our strategic plan expired in 2025, and the library must have a current plan on file for accreditation purposes. Phone interviews with members of our community will begin next month. Once those are completed, Misty will compile the data for us and then meet with the board to

discuss next steps. The library will renew their accreditation with the state in 2027. Accreditation must be renewed every three years.

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	Feb-26	FY26
Visitors	936	641	651	597	444	461	412	396	4538
Library checkouts	1671	1331	1258	1126	854	786	1065	860	8951
E-books & e-audiobooks check-out	501	488	441	413	391	395	442	445	3516
Total Circulation	2172	1819	1699	1539	1245	1181	1507	1305	12467
Programs offered	16	0	14	16	16	17	16	16	111
Programming attendance	348	0	237	333	269	266	193	219	1865
Total Programming	348	0	237	333	269	266	193	219	1865
Library visit schools/daycare	0	0	3	5	3	3	3	2	19
Groups/students visit library	0	0	0	0	0	0	0	0	0
Other Outreach	0	0	0	0	0	0	0	0	0
Total Outreach Participants	0	0	59	117	61	62	61	38	398
Total Outreach Events	0	0	3	5	3	3	3	2	19
Computer usage	19	7	8	17	9	11	21	10	102
Wireless usage visits	45	50	45	50	44	73	41	2	350
Reference questions	70	83	78	67	38	73	71	63	543
ILL Borrow Completed	20	29	8	19	21	17	20	21	155
ILL Lender Completed	5	5	8	13	10	10	15	10	76
Website Visits	475	362	350	406	331	302	460	402	3088

FY25 At a Glance	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	FY25
Visitors	718	549	432	610	314	480	346	355	3804
Library checkouts	1524	1093	911	1065	877	859	834	822	7985
E-books & e-audiobooks check-out	446	343	410	452	497	388	453	354	3343
Total Circulation	1970	1436	1321	1517	1374	1247	1287	1176	11328
Programs offered	20	0	16	19	17	12	14	18	116
Programming attendance	282	0	204	360	246	344	233	220	1889
Total Programming	282	0	204	360	246	344	233	220	1889
Library visit schools/daycare	0	0	3	3	3	3	3	3	18
Groups/students visit library	0	0	1	0	0	2	0	0	3
Other Outreach	0	0	0	0	0	0	0	0	0
Total Outreach Participants	0	0	63	49	39	91	35	41	318
Total Outreach Events	0	0	4	3	3	5	3	3	21
Computer usage	6	11	9	15	14	5	1	2	63
Wireless usage visits	42	98	69	120	125	64	67	129	714
Reference questions	91	77	60	72	41	60	49	56	506
ILL Borrow Completed	31	23	11	29	18	14	24	12	162
ILL Lender Completed	17	22	9	9	11	13	27	18	126
Website Visits	487	390	338	370	338	439	462	312	3136

Agenda Item #23

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.*