

# MITCHELLVILLE CITY COUNCIL

## REGULAR AGENDA

\*\*\* TENTATIVE AGENDA \*\*\*

Monday, April 18, 2016 7:00 P.M. Regular Meeting  
Council Chambers, Mitchellville City Hall, 204 Center Avenue N

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ADA Compliance – Please inform the Staff prior to the meeting if you require any additional accommodations.)

1. CALL TO ORDER/ ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF TENTATIVE AGENDA
4. CONSENT AGENDA:
  - A. Approve Claims for Payments of: \$80,69.08 includes (1) regular payroll, (1) quarterly payroll, April 4<sup>th</sup>, 2016 Council Minutes, and April 12<sup>th</sup>, 2016 Special Council Meeting Minutes
5. Public Audience General Comments-(Please Limit to 3 Minutes Each) No Council action.
6. Representative Zach Nunn with legislative updates
7. Open Public Hearing Regarding Voluntary Annexation
8. Close Public Hearing Regarding Voluntary Annexation
9. Consider for approval Resolution 2016-24 requests for voluntary annexations into the city limits of the City of Mitchellville, Iowa. The request for annexation was submitted by IA-KY LLC, W. Edward Craig, President.  
The properties are located in Beaver Township Section 3, Polk County, Iowa:  
Lot Two of the Official Plat of the South Half of the Southeast Quarter, Parcel 140-00047-000-000 and the Southeast Quarter of the Southwest Quarter, Parcel 140-00044-000-000 all in Section Three Township 79 North Range 22, West of the 5<sup>th</sup> P.M. Subject to the restrictions and easement of record. And Northeast one-quarter of the Southwest one-quarter lying South of the Railroad Right-of-Way in Section 3, Township 79 North, Range 22 West of the 5<sup>th</sup> P.M. in Polk County, containing 1.2 acres more or less, which is District 14-0, Parcel 140-00041-003-000.  
  
Also a request for voluntary annexation, from Iowa Interstate Railroad, LTD for the following properties; parcels 140-00032-999-000 and 140-00047-999-000 in Polk County, Iowa which will connect the IA-KY LLC property to the Mitchellville city limits.
10. Consider for approval Resolution 2016-25 approving a pay rate increase for public works employee Cory Eshelman.
11. Consider for approval Resolution 2016-026 approving a Participation Agreement with Government Payment Service, Inc.
12. Approval of May 16<sup>th</sup>, 2016 as the Public Hearing Date for amending the current city budget for fiscal year ending June 30, 2016.
13. Updates from Department Heads, Council Members and Mayor.
14. Public Audience General Comments-(Please Limit to 3 Minutes Each) No Council action.
15. Adjournment.

**POSTED APRIL 15, 2016**

**(NOTICE: THIS AGENDA IS SUBJECT TO CHANGE UP TO 24 HOURS PRIOR TO THE MEETING)**

# City Of Mitchellville

## City Council Bills

April 18th, 2016

### Payroll Expense

4/18/2016

Public Works Comp Earned - 2.5

42,877.06

Police Overtime - 20

Police Part-Time - 16

City Hall Part Time - 40

City Hall Overtime - 1.5

Library Hours Part Time - 96

4/7/2016

1st Qtr Payroll

8,493.19

51,370.25

### Prepays

Aflac

Monthly & Qtrly Aflac

469.23

Iowa Department of Revenue

Garnishment

297.20

Iowa Workforce Development

Unemployment Withholding

925.70

IRS

April 8 Withholdings

6,569.69

Mediacom

Lib Telecomm

128.19

MidAmerican Energy

Lib Gas/Electric

187.25

Treasurer State of IA

1st Qtr Sales Tax

1,241.00

Treasurer State of IA

1st Qtr Withholdings

1,511.00

### **Total Prepaid**

**62,699.51**

### Police Dept.

Bancard

Green Training

300.00

Brick Gentry

Legal Fees

325.00

Carpenter Uniforms

Stevenson - Boots

139.99

Casey's General Stores

Fuel

103.64

Crystal Clear Water

Water/Cups

18.75

Heartland Co-op

Fuel

482.11

Jasper County ARL

Drop off Fee

100.00

McManus Automotive

2009 Ford Wiper Motor

410.51

Midwest Lock & Security

12 Keymark/1 Knob

356.36

MidAmerican

Utility

223.07

Office of Vehicle Services

Salvage Veh Exams

190.00

Secretary of State

Kinmonth/Stevenson Notary

60.00

Todds Tire

2011 Balance & Mount

72.00

### **Total**

2,781.43

### Fire Dept.

MidAmerican

Utility

223.07

### **Total**

223.07

### Church

MidAmerican

Utility

21.56

### **Total**

21.56

### Park

MidAmerican

Utility

69.33

### **Total**

69.33

# City Of Mitchellville

## City Council Bills

April 18th, 2016

### Sanitation

Metro Waste Authority

Garbage

4,702.38

**Total**

**4,702.38**

### P & A, Clerk

Bancard

Brose Training

125.00

Craig, Mary

(2) Cleaning City hall

150.00

Crystal Clear Water

Water/Cups

18.75

Des Moines Register

Publications

201.37

Menards

Lights

19.97

MidAmerican

Utility

141.08

Staples

Office Supplies

38.46

**Total**

**694.63**

### Roads

CFI Sales

Back Hoe Tire

202.00

Ferrellgas

Fuel

113.67

Heartland Co-op

Fuel

144.64

MidAmerican

Utility

1,711.47

**Total**

**2,171.78**

### Water

Bancard

Patterson - Boots & Training

162.50

Crystal Clear Water

Chemicals

30.00

Ferrellgas

Fuel

113.67

Heartland Co-op

Fuel

144.65

Iowa Dept of Nat Res

Eshelman - Certificate & Testing

90.00

Keystone Laboratories

Chemicals/Testing

104.50

Menards

Supplies

11.99

MidAmerican

Utility

1,700.41

Quill

Supplies

94.32

**Total**

**2,452.04**

### Sewer

Bancard

Patterson - Boots & Training

162.49

Crystal Clear Water

Chemicals

30.00

Ferrellgas

Propane

113.67

Heartland Co-op

Fuel

144.65

Keystone Laboratories

Chemicals/Testing

104.50

Menards

Supplies

18.56

MidAmerican

Utility

1,530.07

Municipal Supply

Water line for WW plant

635.10

Quill

Supplies

94.31

**Total**

**2,833.35**

# City Of Mitchellville

## City Council Bills

April 18th, 2016

### Sewer Rehab Project

Simmering-Cory, Inc.

Final pymt grant contract

2,000.00

**Total**

**2,000.00**

**Total Bills To Be Paid**

**17,949.57**

**Grand Total**

**80,649.08**

### Estimated Balances as of April 15, 2016

FUND	FUND BALANCE	EXPENDITURE	TOTAL
General Fund	501,526.89	(8,492.40)	493,034.49
Library - General	48,341.57	0.00	48,341.57
EMS - General	(86,783.03)	0.00	(86,783.03)
Road Use	231,630.23	(2,171.78)	229,458.45
Employee Benefits	65,420.73	0.00	65,420.73
Emergency Levy Fund	8,590.66	0.00	8,590.66
FEMA	0.00	0.00	0.00
Special Assessment	918.00	0.00	918.00
Tax Increment Financing (TIF)	801.13	0.00	801.13
Low to Moderate Income (LMI)	33,210.96	0.00	33,210.96
Urban Renewal	3,401.22	0.00	3,401.22
Urban Renewal Area	0.00	0.00	0.00
Railroad Crossing Repair fund	0.00	0.00	0.00
Fire Truck Replacement fund	148,486.95	0.00	148,486.95
Police Car Replacement fund	29,371.12	0.00	29,371.12
Debt Service	41,899.48	0.00	41,899.48
Urban Service Area Fund	0.00	0.00	0.00
Library Renovation fund	0.00	0.00	0.00
center ave project fund	0.00	0.00	0.00
city hall project fund	0.00	0.00	0.00
Sewer Rehab Project Fund	(58,790.27)	(2,000.00)	(60,790.27)
cemetery - perpetual care	41,241.65	0.00	41,241.65
Water fund	126,656.93	(2,452.04)	124,204.89
Utility Deposits	42,345.37	0.00	42,345.37
Water Capital project	0.00	0.00	0.00
Water sinking	120,018.56	0.00	120,018.56
Sewer fund	384,472.37	(2,833.35)	381,639.02
Sewer sinking	64,811.99	0.00	64,811.99
payroll clearing	(2,641.20)	0.00	(2,641.20)
Blake Trust	64,820.09	0.00	64,820.09
Library Memorial T&A	24,357.94	0.00	24,357.94
Thomas Mitchell Historic Soc	<u>13,657.07</u>	<u>0.00</u>	<u>13,657.07</u>
<b>TOTAL</b>	<b>1,847,766.41</b>	<b>(17,949.57)</b>	<b>1,829,816.84</b>

**City Of Mitchellville  
List of Bills Approved  
April 18th, 2016**

Aflac	Monthly & Qtrly Aflac	469.23
Bancard	Training & Uniform Allow	749.99
Brick Gentry	Legal Fees	325.00
Carpenter Uniforms	Stevenson - Boots	139.99
Casey's General Stores	Fuel	103.64
CFI Sales	Back Hoe Tire	202.00
Craig, Mary	(2) Cleaning City hall	150.00
Crystal Clear Water	Water/Cups/Chemicals	97.50
Des Moines Register	Publications	201.37
Ferrellgas	Fuel	341.01
Heartland Co-op	Fuel	916.05
Iowa Department of Revenue	Garnishment	297.20
Iowa Dept of Nat Res	Eshelman - Certificate & Testin	90.00
Iowa Workforce Development	Unemployment Withholding	925.70
IRS	April 8 Withholdings	6,569.69
Jasper County ARL	Drop off Fee	100.00
Keystone Laboratories	Chemicals/Testing	209.00
McManus Automotive	2009 Ford Wiper Motor	410.51
Mediacom	Lib Telecomm	128.19
Menards	Lights/Supplies	50.52
Metro Waste Authority	Garbage	4,702.38
MidAmeircan	Utility	5,620.06
MidAmerican Energy	Lib Gas/Electric	187.25
Midwest Lock & Security	12 Keymark/1 Knob	356.36
Municipal Supply	Water line for WW plant	635.10
Office of Vehicle Services	Salvage Veh Exams	190.00
Payroll 4/18/2016	Regular Payroll	42,877.06
Payroll 4/7/2016	1st Qtr Payroll	8,493.19
Quill	Supplies	188.63
Secretary of State	Kinmonth/Stevenson Notary	60.00
Simmering-Cory, Inc.	Final pymt grant contract	2,000.00
Staples	Office Supplies	38.46
Todds Tire	2011 Balance & Mount	72.00
Treasurer State of IA	1st Qtr Sales Tax/Withholdings	2,752.00
<b>Total Bills To Be Paid</b>		<b>80,649.08</b>

General Fund	17,301.96
Library General	2,422.03
Road Use Fund	3,344.74
Employee Benefits	5,947.17
Payroll Clearing	26,193.83
Sewer Rehab Project	2,000.00
Water	11,708.56
Sewer	11,730.79
<b>Total Expenditure By Fund</b>	<b>80,649.08</b>

Mitchellville City Council Proceedings  
Regular Meeting – April 4, 2016

The Mitchellville City Council met in regular session at 7:00 pm in the council chambers of City Hall, 204 Center Ave N, pursuant to notice.

Mayor Woods called the meeting to order, roll call, members present: McGhee, Crook, and Sanger.  
Absent: Mitchell and Zook.

Mayor Woods requested an amendment to the tentative agenda, removing item 6 Representative Zack Nunn giving legislative updates.

A motion by Sanger to approve the amended tentative agenda, seconded by Crook. Motion carried.

A motion by Crook to approve the consent agenda, which approved payments of bills of \$117,217.59, includes 1 regular payroll, 3-21-16 Council minutes, Library Board of Trustees 2-22-16 meeting minutes, Feb. Library monthly stats, March Bills and March Library Director's report, seconded by Sanger. Motion carried.

Public Audience: None.

Jim Lockwood from Diamond Crystal Brands, 215 Mill St. SW, informed the Council that Hormel Foods was selling Diamond Crystal Brands and wanted confirmation from the City Council that there was no objection to their current use of a portion of the right-of-way on Mill Street. This area is used for 2 parking lots and driveway access to its facility. A motion by McGhee to provide a letter from the City stating its agreement to the continue use by Diamond Crystal Brands, seconded by Sanger. Motion carried.

Council member Zook arrived at 7:13 pm.

Representative Leslie Irlbeck from Metro Waste gave the Council a presentation on co-mingling of yard and garbage at Metro Park East Landfill. The Metro Waste staff is presenting this topic to all surrounding area council members to ensure the yard waste policy is set after taking all feedback into consideration. The Metro Waste Board will be voting on this policy in June or July of this year.

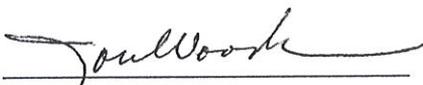
A motion by McGhee to approve Resolution 2016-23 increasing Public Works employee Cory Eshelman rate of pay by .50 for completion of his Water Distribution Cert 1, seconded by Sanger. Motion carried.

Updates were given by some Department Heads, Council Member and the Mayor.

Public Audience: None

Motion by Crook to adjourn the meeting, seconded by McGhee. Motion carried.

Meeting adjourned at 7:40 pm.

  
\_\_\_\_\_  
Jon Woods, Mayor

ATTEST:

  
\_\_\_\_\_  
Ruth Morton, City Administrator/City Clerk

Mitchellville City Council Proceedings  
Special Meeting, April 12<sup>th</sup>, 2016 Minutes

The Mitchellville City Council met in special session at 6:01 pm in the council chamber of City Hall, 204 Center Ave N., pursuant to notice.

Mayor Woods called the meeting to order, roll call, members present: McGhee, Crook, Zook, and Sanger. Members absent: Mitchell.

Motion made by Crook, second by Sanger to approve the agenda. Motion carried unanimous.

Council members and Mayor participated in work session to discuss the search for a City Administer/City Clerk.

Motion made by Zook, second by Crook to adjourn. Motion carried unanimous. Meeting adjourned at 6:22 pm.

  
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Jon Woods, Mayor

ATTEST:

  
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Tammi Dillavou, Chief Financial Officer

## RESOLUTION 2016-24

### A RESOLUTION APPROVING ANNEXING CERTAIN PARCELS OF REAL ESTATE OWNED BY IA-KY LLC, W. EDWARD CRAIG, PRESIDENT AND ANNEXING CERTAIN PARCELS OF REAL ESTATE OWNED BY IOWA INTERSTATE RAILROAD, LTD.

**WHEREAS**, IA-KY LLC, W. Edward Craig, President, owner, has filed an application requesting that the following described real estate be annexed to the City of Mitchellville, Iowa; and

**WHEREAS**, Iowa Interstate Railroad, LTD, owner, has filed an application requesting that the following described real estate be annexed to the City of Mitchellville, Iowa:

#### LEGAL DESCRIPTION

The properties located in Beaver Township Section 3, Polk County, Iowa;

**Property 1:** Lot Two of the Official Plat of the South Half of the Southeast Quarter, Parcel 140-00047-000-000 and the Southeast Quarter of the Southwest Quarter, Parcel 140-00044-000-000 all in Section Three Township 79 North Range 22, West of the 5<sup>th</sup> P.M. Subject to the restrictions and easement of record. And Northeast one-quarter of the Southwest one-quarter lying South of the Railroad Right-of-Way in Section 3, Township 79 North, Range 22 West of the 5<sup>th</sup> P.M. in Polk County, containing 1.2 acres, more or less, which is District 14-0, Parcel 140-00041-003-000.

**Property 2:** Parcels 140-00032-999-000 and 140-00047-999-000 in Polk County, Iowa which will connect the IA-KY LLC property to the Mitchellville city limits.

**WHEREAS** it appears that IA-KY LLC, W. Edward Craig, President, is the only titleholder of the above described real estate property #1, and

**WHEREAS** it appears that Iowa Interstate Railroad, LTD is the only titleholder of the above described real estate property #2,

**NOW, THEREFORE**, Be it Adopted and Resolved by the Mitchellville City Council that the City Clerk is authorized to file a copy of the resolution, map and legal description of the territory involved with the Secretary of State, the County Board of Supervisors, each affected utility, and the Department of Transportation and the City Clerk is hereby authorized and directed to certify, upon the completion of such acts, the filing of the copies of the legal description, map and resolution with the Polk County Recorder, all as provided in the Code of Iowa.

Passed and approved this 18<sup>th</sup> day of April, 2016.

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Jon Woods, Mayor

ATTEST:

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Tammi Dillavou, Chief Financial Officer

**RESOLUTION 2016-25**

**A RESOLUTION APPROVING A PAY RATE INCREASE FOR PUBLIC WORKS  
EMPLOYEE – CORY ESHELMAN**

**WHEREAS** Cory Eshelman has taken and passed his Drinking Water Treatment 1 Operator Certificate on April 8, 2016 and,

**WHEREAS** it has been pre-approved by Council that all new water and waste water certifications received by Public Works Employees will be compensated with a fifty cents per hour increase,

**NOW, THEREFORE**, Be it Adopted and Resolved by the Mitchellville City Council that the rate of pay for Mitchellville employee Cory Eshelman would increase from \$16.36 to \$16.86 per hour effective with the April 22<sup>nd</sup> payroll, pay period April 7 to April 20.

Passed and approved this 18<sup>th</sup> day of April, 2016.

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Jon Woods, Mayor

ATTEST:

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Tammi Dillavou, Chief Financial Officer

**RESOLUTION 2016-26**

**A RESOLUTION APPROVING A PARTICIPATING AGREEMENT WITH GOVERNMENT  
PAYMENT SERVICE, INC. (GPS)**

**WHEREAS**, the City of Mitchellville, Iowa desires to provide the option to pay fees and utilities by debit or credit card; and

**WHEREAS**, GPS has presented a system to allow online, in office and over the telephone card payment options for the City of Mitchellville customers with no costs to the City of Mitchellville.

**NOW, THEREFORE**, Be it Adopted and Resolved by the Mitchellville City Council that the Mayor and the Utility Clerk are authorized to sign the Participation Agreement and see that this system is implemented.

Passed and approved this 18<sup>th</sup> day of April, 2016.

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Jon Woods, Mayor

ATTEST:

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Tammi Dillavou, Chief Financial Officer

**NOTICE OF PUBLIC HEARING  
AMENDMENT OF CURRENT CITY BUDGET**

The City Council of MITCHELLVILLE in POLK & JASPER County, Iowa  
 will meet at MITCHELLVILLE CITY HALL  
 at 7:00 PM on 5/16/2016  
(hour) (Date)

, for the purpose of amending the current budget of the city for the fiscal year ending June 30, 2016  
(year)  
 by changing estimates of revenue and expenditure appropriations in the following functions for the reasons given.  
 Additional detail is available at the city clerk's office showing revenues and expenditures by fund type and by activity.

	Total Budget as certified or last amended	Current Amendment	Total Budget after Current Amendment
<b>Revenues &amp; Other Financing Sources</b>			
Taxes Levied on Property 1	648,998		648,998
Less: Uncollected Property Taxes-Levy Year 2	0		0
<b>Net Current Property Taxes 3</b>	<b>648,998</b>	<b>0</b>	<b>648,998</b>
Delinquent Property Taxes 4	0		0
TIF Revenues 5	27,614		27,614
Other City Taxes 6	53,471		53,471
Licenses & Permits 7	7,650		7,650
Use of Money and Property 8	3,250		3,250
Intergovernmental 9	299,004	226,223	525,227
Charges for Services 10	1,053,660		1,053,660
Special Assessments 11	0		0
Miscellaneous 12	8,800	87,571	96,371
Other Financing Sources 13	0	53,369	53,369
Transfers In 14	368,074	126,371	494,445
<b>Total Revenues and Other Sources 15</b>	<b>2,470,521</b>	<b>493,534</b>	<b>2,964,055</b>
<b>Expenditures &amp; Other Financing Uses</b>			
Public Safety 16	450,034	27,435	477,469
Public Works 17	306,237	86,706	392,943
Health and Social Services 18	1,500		1,500
Culture and Recreation 19	135,814	16,022	151,836
Community and Economic Development 20	29,575		29,575
General Government 21	90,511	10,000	100,511
Debt Service 22	217,853		217,853
Capital Projects 23	0	135,000	135,000
Total Government Activities Expenditures 24	1,231,524	275,163	1,506,687
Business Type / Enterprises 25	870,842		870,842
<b>Total Gov Activities &amp; Business Expenditures 26</b>	<b>2,102,366</b>	<b>275,163</b>	<b>2,377,529</b>
Transfers Out 27	368,074	126,371	494,445
<b>Total Expenditures/Transfers Out 28</b>	<b>2,470,440</b>	<b>401,534</b>	<b>2,871,974</b>
<b>Excess Revenues &amp; Other Sources Over (Under) Expenditures/Transfers Out Fiscal Year 29</b>	<b>81</b>	<b>92,000</b>	<b>92,081</b>
Beginning Fund Balance July 1 30	1,254,630		1,254,630
<b>Ending Fund Balance June 30 31</b>	<b>1,254,711</b>	<b>92,000</b>	<b>1,346,711</b>

Explanation of increases or decreases in revenue estimates, appropriations, or available cash:

Revenue increases due to CDBG grant, SRF loan proceeds, increase road use tax revenue, GTSB grant money, police fines, salvage vehicle inspections, Park & Rec grant, EMS Assoc reimbursement, and donations to the library, Thomas Mitchell Historical Society and the police. Expense increases due to extra street projects, library and Park & Rec purchases from grant funds, sewer rehab project that extended into 2016, changes in funding categories for city hall payroll, EMS equip purchases, and police social programs

There will be no increase in tax levies to be paid in the current fiscal year named above related to the proposed budget amendment. Any increase in expenditures set out above will be met from the increased non-property tax revenues and cash balances not budgeted or considered in this current budget.

## REVENUES

### INTERGOVERNMENTAL

ROAD USE TAX	66,000
CDBG GRANT	154,820
GTSB	<u>5,403</u>
TOTAL	226,223

### MISCELLANEOUS

POLICE FINES	1,461
POLICE DONATIONS	3,415
POLICE SALAGE VEH INSP	11,140
PARK & REC DUGOUT GRANT	2,800
EMS ASSOC REIMBURSEMENT	24,481
LIBRARY DONATIONS	33,989
TM HISTORICAL SOC DONATION	<u>10,285</u>
TOTAL	87,571

### OTHER FINANCING SOURCES

SRF LOAN PROCEEDS	53,369
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### TRANSFERS IN

TFR IN LIB GEN FUND FROM GEN FUND	77,734
TFR IN LIB GEN FUND FROM LIB T&A	35,000
TFR IN GEN FUND FROM EMERG FUND	12,719
TFR IN GEN FUND FROM SP ASSESS	<u>918</u>
	126,371

TOTAL REVENUE INCREASE

493,534

## EXPENSES

### PUBLIC SAFETY

POLICE SOCIAL PROGRAMS	2,954
EMS ASSOC PURCHASE	<u>24,481</u>
TOTAL	27,435

### PUBLIC WORKS

STREETS/PROJECTS OVERAGE ALLOW	86,706
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### CULTURE AND RECREATION

LIBRARY PURCHASES FROM RESERVE	13,222
PARK & REC PURCHASES FM GRANT	<u>2,800</u>
	16,022

### GENERAL GOVERNMENT

FUND CHANGE FOR CITY HALL PAYROLL	10,000
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### CAPITAL PROJECTS

FINAL PAYMENTS BUD FY15 BUT IN 16	135,000
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### TRANSFERS OUT

TFR OUT GEN FUND TO LIB GEN FUND	77,734
TFR OUT LIB T&A TO LIB GEN FUND	35,000
TFR OUT EMERG FUND TO GEN FUND	12,719
TFR OUT SP ASSESS TO GEN FUND	<u>918</u>
	126,371

TOTAL EXPENSE INCREASE

401,534